



Mandatory Reporting of Child Abuse and Neglect

Category: Legal/Compliance

Responsible Office: General Counsel

Responsible Administrator: General Counsel

Date Effective: 07/01/2025

Date Last Revised: 04/10/2025

Date Posted to Library: July 2025

POLICY SUMMARY

The Policy lays out reporting procedures for all University employees and volunteers if they suspect child abuse or neglect.

POLICY

Policy Statement

San Francisco Bay University complies with California state law requirements under the Child Abuse and Neglect Reporting Act (CANRA) and the Welfare and Institutions Code. Designated University employees are required to report known or suspected abuse, molestation or neglect relating to children, elders or dependent adults to the Department of Children and Family Services Child Protection Hotline at (800) 540-4000 or local law enforcement.

All University employees, other than those designated as Confidential Resources, are Responsible Employees and must report conduct if they witness or become aware of such conduct that reasonably may constitute a Nondiscrimination Policy violation.

Applicability

All University employees and volunteers.

Procedure

All procedures for reporting suspected abuse, neglect, or other forms of Prohibited Conduct involving minors should be followed in accordance with the San Francisco Bay University Policy on Prohibited Discrimination, Harassment, and Retaliation ("Nondiscrimination Policy").

Reporting Requirements

- In accordance with California Penal Code §152.3 and the Child Abuse and Neglect Reporting Act (CANRA), all SFBU employees and program staff are required to report suspected child abuse or neglect. In addition to legal requirements, the University mandates that all University employees and program affiliates report concerns as outlined in the Nondiscrimination Policy.

Reporting Options

- Refer to the Nondiscrimination Policy for the most current and complete procedures governing reporting options.

Time Frame for Reporting

- All reports must be made immediately upon suspicion or receipt of information regarding possible misconduct involving minors. Specific reporting timeframes and standards are detailed in the Nondiscrimination Policy.

Definitions

Child/minor

Any person under the age of 18.

Child Abuse

Non-accidental physical injury, neglect, exploitation, sexual abuse, or sexual exploitation.

Responsibility

University Follow-Up

- University supervisors, program directors, and officials must take immediate and appropriate action consistent with the Nondiscrimination Policy

Failure to Report

- Failure of Mandatory Reporters, as defined by Cal. Penal Code. §11166[c], to report suspected child abuse is a violation of state law and may subject the individual to criminal penalties.

Failure of University employees or volunteers to comply with the directives in the Nondiscrimination Policy may result in disciplinary action, up to and including termination from employment or volunteer service.

Non-Retaliation

- Consistent with the Nondiscrimination Policy, the University strictly prohibits retaliation against any individual who reports suspected abuse or neglect of a minor in good faith. Retaliatory actions should be reported through the procedures outlined in the Nondiscrimination Policy.

The State of California grants immunity from any civil or criminal liability for making a report, in good faith, of suspected abuse of a minor.

Professional License Requirements

Professional licensing associations may require additional reporting requirements for certain professions (e.g., teachers, social workers, child care providers).

University employees, volunteers, and students holding such designations are encouraged to consult their professional licensing associations for more information.

University Students

University Students employed by or volunteering on behalf of the University who have reasonable cause to believe that child abuse has occurred shall follow the Reporting Requirements listed above.

RELATED INFORMATION

Policy on Prohibited Discrimination, Harassment, and Retaliation
Minors on Campus Policy

PRIMARY CONTACT

General Counsel

REVISION HISTORY

04/07/2025 - revised to align with updates to Nondiscrimination policy

2/25/2025 – moved to template; policy statement and scope edited; definitions added

Next Review Date

July 2028

APPROVAL

TBD - Board of Trustees

TBD - President

04/17/2025 - University Policy Committee

APPENDICES

None