



# Mandatory Reporting: Your Responsibility for Child Safety

At AlphaBEST, **student safety always comes first**. Every staff member is a **mandated reporter**—this means by law, you are required to report any suspicion of child abuse, neglect, or serious threats of harm. You don't need proof. You don't investigate. You just report.

## What You Need to Know

- **Who must report?** Every AlphaBEST employee.
- **What must be reported?** Any reasonable suspicion of abuse, neglect, exploitation, or risk of harm.
- **When?** Immediately. Never wait or delay.
- **Who do you tell?** Follow both AlphaBEST's internal steps and your state's mandated reporting hotline or portal. (Links for each state are in the resources section below.)
- **Confidentiality:** Never discuss the concern with unauthorized individuals. Reports stay private.
- **Protections:** If you report in good faith, the law protects you from retaliation.

## How to Respond in the Moment

- Stay calm and supportive with the child.
- Don't ask leading questions. Listen and document their exact words if they disclose.
- Ensure the child is safe and supervised.

Immediately notify your **Site Director** (or Area Manager if the Director isn't available).

## Reporting Steps

1. **Call 911 first** if a child is in immediate danger.
2. **Make the mandated report** to your state's child protection agency (see resources below).



3. **Document internally:**
  - Complete the Student Incident Report (Jotform) the same day.
  - Submit to your Site Director and Area Manager.
  - Upload supporting documents to SMS if required.
4. **Keep it factual.** Stick to what you observed or what the child said.

## Role Responsibilities

- **Group Leaders:** Notify the Site Director right away. Do not investigate. Document observations.
- **Site Directors:** Ensure child safety, notify Area Manager, file documentation, and maintain confidentiality.
- **Area Managers:** Review documentation, consult with the Regional Director, and ensure the state report is filed.
- **Visiting staff (from another state):** Notify the local Area Manager immediately and follow that state's reporting rules.

## Key Reminder

- You are not deciding whether abuse happened—you are making sure concerns are reported so the proper agency can investigate.
- When in doubt, report.

## Resources

- [AlphaBEST Preventing & Reporting Child Abuse Training](#)
- [Emergency Protocols Quick Reference Guide](#)
- [Child Incident Reporting Form \(Jotform\)](#)
- [State Hotlines & Portals](#) (see full list in SOP)