

Mandatory Reporting Requirements for Child Abuse and Neglect

All University of Wisconsin-Madison employees and volunteers working with Extension programs must immediately report child abuse or neglect if, in the course of employment or voluntary service for Extension, the employee or volunteer:

- observes an incident or threat of child abuse or neglect
- learns of an incident or threat of child abuse or neglect
- has reasonable cause to believe that child abuse or neglect has occurred or will occur

Any person making a report of child abuse or neglect in good faith is immune from civil or criminal liability that results from the report.

Reporting suspected abuse or neglect may be difficult. It is, however, crucial to a child not only today, but also in the future. Parents, caregivers or other maltreaters who have abused or neglected children may need services and support to provide safe care of their children. The sooner a concern is reported, the sooner the family can be helped.

Definitions and Signs of Child Abuse and Neglect

Who: For purposes of reporting child abuse and neglect, a “child” is a person who is less than 18 years of age.

What: All suspected abuse (physical, emotional, sexual or the manufacture of methamphetamine) or the neglect of a person under 18 years of age must be reported to the local law enforcement or the county human services department.

Physical abuse

Physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm.

Signs

- Afraid to go home
- Frightened of parents/caretakers
- Fearful of other adults
- Extremes in behavior, very aggressive, withdrawn and shy
- Bruises, welts on face, neck, chest, back, buttocks
- Injuries in the shape of an object (cord, belt)
- Fractures that do not fit the story of how an injury occurred
- Delay in seeking medical help
- Unexplained burns

Sexual abuse

Sexual intercourse or sexual touching of a child, recording or displaying a child engaged in sexually explicit conduct, sexual exploitation, exposing of genitalia, forced viewing or listening to sexual activity, or involving a child in sex trafficking.

Signs

- Poor peer relationships
- Refusal to participate in physical activity
- Drastic change in behavior
- Regressive or childlike behavior that is not age appropriate
- Overly sexualized behavior
- Difficulty walking or sitting, frequent urination pain
- Stained or bloody underclothing
- Pain, swelling, itching in genital area

Abuse by manufacturing of methamphetamine

It is child abuse to manufacture methamphetamines with a child present, in a child’s home or under any other circumstances in which a reasonable person should have known that the manufacture would be seen, heard or smelled by a child.

Emotional abuse

Emotional damage occurs when a child’s parent, guardian or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to address the symptoms.

Harm to a child’s psychological or intellectual functioning that is exhibited by severe anxiety, depression, withdrawal or aggression. Emotional damage may be demonstrated by substantial and observable changes in behavior, emotional response or learning which are incompatible with the child’s age or stage of development.

Signs

- Low self-esteem
- Self-denigration
- Aggression
- Withdrawal
- Severe depression or anxiety

If you suspect something, say something.

Fulfilling Your Obligations as a Mandatory Reporter of Child Abuse and Neglect

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Information for University of Wisconsin-Madison
Extension employees and volunteers

Neglect

When a parent or a caregiver fails, refuses, or is unable for reasons other than poverty to provide the necessary care, food, clothing, medical or dental care, or shelter, which seriously endangers the physical health of the child.

Signs

- Poor hygiene, odor
- Inappropriately dressed for the weather
- Needs medical or dental care
- Left alone, unsupervised for long periods
- Failure to thrive, malnutrition
- Constant hunger, begs for or steals food
- Extreme willingness to please
- Frequent absence from school
- Arrives early and stays late at school or play areas or other people's homes

How to report

Immediately contact (EXTERNAL REPORT):

- The county human services department, sheriff, or local police department where the child resides by phone or in person. Reports may **not** be made by email.
- If there is an emergency or a child is in urgent danger, call 911.

After reporting to local authorities, contact UW-Madison (INTERNAL REPORT):

- UW-Madison Police Department at (608) 264-COPS or (608) 264-2677

What to report to local authorities

Explain as well as you can what happened or is happening to the child. Describe the nature of the abuse or neglect. Include information that has been disclosed by the child and/or observed by you. Be as specific as possible. Be prepared to give the name, address and phone number of the child and the name of the parent(s) or caregiver. Even if you do not know all of this information, report what you do know.

What to report to UW-Madison

After reporting to local authorities, you (both employees and volunteers) should contact the UW-Madison Police Department and indicate who made the report, on what date, and to which agency.

If the incident or threat of child abuse or neglect involves an allegation against a university employee or volunteer, or the suspected abuse or neglect occurred during an Extension sponsored activity, contact UW-Madison Office of Human Resources - Workforce Relations (wr@ohr.wisc.edu, <https://youthsafety.wisc.edu/report-child-abuse>)

What happens after you report

Child protective services and law enforcement will conduct the investigation and follow up with you if deemed appropriate. With exceptions, the identity of the person making the report will be kept confidential.

Questions

Contact your local Extension staff.

Reporting Child Abuse and Neglect

Important contacts

- **Emergency 911**
- **Local Child Protective Services (CPS) - <https://dcf.wisconsin.gov/reportabuse>**
- UW-Madison Office of Human Resources - Workforce Relations - wr@ohr.wisc.edu
- UW-Madison Office of Youth Protection, Reporting Requirements - <https://youthprotection.wisc.edu/reporting/#child>

After Reporting Child Abuse to Local Authorities

- UW-Madison Police Department at (608) 264-COPS or (608) 264-2677

More information

<https://uwpd.wisc.edu/services/reporting-child-abuse-neglect/>

As AA/EEO employers, UW Colleges and UW-Extension provide equal opportunities in employment and programming, including Title IX and ADA requirements.

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EXTENSION