

HENNEPIN COUNTY
HUMAN SERVICES AND PUBLIC HEALTH DEPARTMENT
CHILD CARE LICENSING
**POLICY AND PROCEDURE FOR REPORTING
SUSPECTED CHILD MALTREATMENT**

Child Maltreatment Reporting Policy:

Minnesota Rule 9502.0375, Subpart 1 states that "All caregivers (provider, substitute, helper, or another adult giving care in the residence) shall report any suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by Minnesota Statutes, Section 626.556. If a caregiver has reasonable cause to believe that a child has died as a result of physical or sexual abuse or neglect, the caregiver shall report this information to the county medical examiner or coroner."

My policy for reporting suspected abuse or neglect is:

When I, or one of my substitutes, helpers, or another adult giving care, know or have reason to suspect maltreatment has occurred, a report will immediately (meaning as soon as possible, but in no event longer than 24 hours) be made to:

Hennepin County Child Protection Services:	612-348-3552	
Local Law Enforcement (police or sheriff):	Dial 9-1-1	
Hennepin County Child Care Licensing:	612-348-3883	
My Hennepin County Licensor - Name:	_____	Phone: _____

Parent(s) Signature (print and sign name)

Date

Provider Signature (print and sign name)

Date

Co-Applicant Signature (print and sign name)

Date

Note: Provider is required to discuss their policy with each family in care and to place a copy in each child's or family's file.