

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (RMDC)
HEAD START
CHILD ABUSE/NEGLECT REPORTING POLICY AND PROCEDURE**

RMDC Head Start will report suspected or known child abuse and neglect to Montana's Division of Child and Family Services Centralized Services 1-866-820-5437 (Head Start Performance Standard 1302.47 (5) (i)).

When a staff suspects or has knowledge that a child is being abused and/or neglected she/he will:

1. Complete a RMDC, Inc. Head Start Child Abuse/Neglect Reporting Form.
2. Call the Montana Centralized Services 1-866-820-5437 to make the report.
3. Contact her/his direct supervisor to inform her/him a report has been made.
4. Keep report in a locking file cabinet until report can be delivered directly to supervisor.

Supervisor will file report in Office Manager's locking file cabinet. Supervisor will email staff who is directly working with the child notifying them a report has been made.

Reporting Template found in FORMS Section.