

## GENERAL PROTOCOL FOR REPORTING ABUSE, NEGLECT OR SELF-HARM OF STUDENTS UNDER THE AGE OF 18

As San Juan College continues to update and expand its academic and community-oriented programs, the student population also grows and changes. In order to accommodate and adjust to the needs of our student population various protocols have been established to help guide faculty and staff in the event of any situation that might require special services.

With the increased enrollment in our Dual-Credit program each semester, plus the very popular Kids Kollege program each summer, San Juan College experiences a growing number of students on campus who are under the age of 18 years. These students are minors and, therefore, require a unique set of protocols in certain, specific situations.

Below is the most current SJC protocol for reporting known or suspected abuse, neglect or self-harm of a minor who is on campus. Please review and become familiar with these guidelines as more minor-aged students and children will be on campus.

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OF STUDENTS UNDER THE AGE OF 18

Reporting of such a situation is MANDATORY BY LAW

Every person who knows or has reasonable suspicion that a child (anyone under the age of 18) is being abused or neglected in New Mexico must report the matter immediately to proper authorities: either law enforcement (911), CYFD's Statewide Central Intake child abuse hotline (1-800-797-3260) or the appropriate tribal or tribal law enforcement or social services agency.

It is important for every person to take child abuse and neglect seriously, to be able to recognize when it happens, and to know what to do when you see it.

As a reporter of abuse or neglect, it is important to include as many details about the suspected maltreatment as possible. Any descriptive information you can provide about the child, parent, and location of the abuse helps, such as: the child's school, parent's work place, home address, vehicle license plate, etc.

The San Juan College protocol for this reporting procedure if you are at work on campus is as follows:

Summary of steps to take for reporting abuse, neglect or self-harm of students under the age of 18:

1. Call 566-3526 (The Advising and Counseling Office).
2. Escort the student to the Advising and Counseling Office.
3. Remain with the student until a counselor or the police take over.
4. Make no other phone calls or contact anyone else about the situation. **This is a confidential matter.**

## DETAIL OF STEPS TO TAKE FOR REPORTING ABUSE, NEGLECT OR SELF-HARM OF STUDENTS UNDER THE AGE OF 18

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*Monday-Friday 8:00am – 5:00pm* Call 566-3526 immediately. This is the Advising and Counseling Center (ACC). Tell the staff you need an IMMEDIATE response. A counselor will assist you in completing the reporting process.

This might mean escorting the minor to the ACC and remaining there until the report process is complete. If the minor refuses to go with you to the ACC, the counselor will come to wherever you and the minor are located on campus.

Once you have escorted a student to the ACC, ***do not make any phone calls or contact anyone else regarding this situation unless instructed to do so.*** This is a confidential matter.

The counselor will call or assist in the process of calling the police. Security will be notified at this time, as well. A report will be submitted to the VP of Student Services and to SJC Security.

Monday-Friday after 5:00pm and on weekends

**Call 566-3333 immediately. SJC Security officers will arrive and assist with calling the police and the reporting process. A report to the VP of Student Services and SJC Security will be submitted.**

**Once Public Safety has arrived, do not make any phone calls or contact anyone else regarding this situation unless instructed to do so. This is a confidential matter.**

Stay with the minor and provide comfort and support. A counselor or police officer will quickly arrive to guide you through the process. There is no need to question or interview the student further about any possible abuse or self harm issues. Leave all further questioning or interviewing to the professional counselors and/or police.

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