



Service Alternatives Training Institute

RIGHT RESPONSE™ Workshops

When Safety Is Your Responsibility...

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Abuse Identification and Prevention for Administrators Best Practice Cheatsheet

by Steven Seiller, Service Alternatives Training Institute

- Provide to all staff orientation on applicable WACs and district policies and procedures
- Regularly review Mandatory Reporting policies/procedures; retraining required every three years.
- Have a Use of Force policy. Specifically address the use of time out rooms, pepper spray, electroshock devices (even those carried for personal protection.)
- Provide training on Positive Behavior Support, crisis behavior management, physical intervention.
- Have PBS plans for students- make sure they work, are understood, used and regularly assessed.
- Optimize Incident Report for accountability, analysis, data collection by making it more objective than subjective.
- Have an incident report review process and data analysis schedule. Include mandatory debrief with staff involved.
- Have a critical eye for child abusers. Staff continually involved in behavioral compliance struggles can be a red flag.
- Have an open culture of communication such that all staff are committed to do the right thing for students.
- Root out micro-climates of secrecy and silence.
- Ensure program supervisors are in the loop on crisis management procedures. For example, many schools have special education programs supervised by building administrators who are not always included in staff trainings or student meetings. School security staff are also often not included.
- Address staff concerns early and effectively- don't let them get to the point for feeling frustrated and helpless.
- Maintain sufficient personnel and training documentation to establish your progressive performance management for employees suspected to be abusers.
- Provide a consistent and authoritative presence in programs (either yourself or delegates.) Your regular presence communicates that you care, are watching and holding consistent expectations.
- Make a regular part of your personnel reviews the assessment of student care standards, advocacy, problem solving and demonstration of ethics.
- Administrators need to take case management training with staff.
- Maintain consistent, qualified and trained subs.
- Provide debriefing/postvention time and resources as well as the expectation they be done.

MANDATORY REPORTING IN WASHINGTON STATE

MANDATORY REPORTING (RCW 26.44.030)

When any professional school personnel has reasonable cause to believe that a child has suffered abuse or neglect, he or she SHALL report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Social and Health Services within 48 hours.

DUTY TO REPORT PHYSICAL ABUSE OR SEXUAL MISCONDUCT BY SCHOOL EMPLOYEES (RCW 28A.400.317)

A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

Physical abuse or sexual misconduct by school employees — Duty to report — Training. (RCW 28A.400.317)

(1) A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

(2) Certificated and classified school employees shall receive training regarding their reporting obligations under state law in their orientation training when hired and **then every three years thereafter**. The training required under this subsection shall take place within existing training programs and related resources.

(3) Nothing in this section changes any of the duties established under RCW 26.44.030.

How are these rules taught in your district? Do people remember and follow them? Do you have an established procedure for retraining?