



ABUSE AND/OR NEGLECT RECOGNITION, PREVENTION, AND REPORTING

SCOPE

This policy applies to all Highwood Library & Community Center Behavioral Health staff.

RESPONSIBILITIES

The Library management team shall ensure that all Health Equity Program staff are trained upon hire, and at least biennially thereafter, and are held responsible for carrying out the designated duties set forth in this policy.

PURPOSE OF POLICY

To assist clinical staff to recognize, prevent and report Abuse or Neglect of children and adults.

POLICY

It is the policy and the responsibility of Highwood Library & Community Center to report all allegations of abuse/neglect and deaths to the appropriate authorities in a timely, appropriate and thorough manner. All staff in the Health Equity Program of the Library shall adhere to the standards set forth in this policy directive.

Health Equity program administration is responsible for creating a safe environment, implementing clear reporting mechanisms, and ensuring that no individual who reports an incident faces retaliation.

DEFINITIONS

"Child" means any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.

"Abused child" means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

- (a) inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

- (b) creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;



(c) commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 2012 or in the Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age;

(d) commits or allows to be committed an act or acts of torture upon such child;

(e) inflicts excessive corporal punishment or, in the case of a person working for an agency who is prohibited from using corporal punishment, inflicts corporal punishment upon a child or adult resident with whom the person is working in his or her professional capacity;

(f) commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 2012, against the child;

(g) causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription;

(h) commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons as defined in Section 10-9 of the Criminal Code of 2012 against the child; or

(i) commits the offense of grooming, as defined in Section 11-25 of the Criminal Code of 2012, against the child.

"Neglected child" means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is subjected to an environment which is injurious insofar as (i) the child's environment creates a likelihood of harm to the child's health, physical well-being, or welfare and (ii) the likely harm to the child is the result of a blatant disregard of parent, caretaker, or agency responsibilities; or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care; or who has been provided with interim crisis intervention services under Section 3-5 of the Juvenile Court Act of 1987 and whose parent, guardian, or custodian refuses to permit the child to return home and no other living arrangement agreeable to the parent, guardian, or custodian can be made, and the parent, guardian, or custodian has not made any other appropriate living arrangement for the child; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or



a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child shall not be considered neglected for the sole reason that the child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Article 26 of The School Code, as amended.

REPORTING PROCEDURE:

INTERNAL REPORTING: If a staff member witnesses, is told of, or has knowledge of an incident in which abuse or neglect has occurred or been alleged, the allegation must be immediately reported to their immediate supervisor, Associate Director/Executive Director.

IMMEDIATE CARE:

- Ensure the immediate care and protection of the victim including First Aid. If needed, emergency medical care is called. If there is a medical emergency call 911.

RESPONSIBILITY: all staff members present and/or knowledgeable of the situation.

Clinical Staff of Highwood Library & Community Center are Mandated Reporters under the DCFS Child Abuse Reporting Act and as such, are required under penalty of law, to report incidents of suspected child abuse or neglect to DCFS Child abuse reporting hotline. (Contact information follows).

REPORTING CHILD ABUSE/NEGLECT

If you suspect child abuse or witness a child being abused or neglected:

1. Know that you are required to report the alleged abuse or neglect to DCFS at 1-800-25-ABUSE.
2. Assess the immediate danger of the child – if you feel that the child is in imminent danger, do not delay in making the DCFS hotline call.



3. If you question whether a report should be made, call the designated DCFS Liaison at 847-249-7810 at DCFS to discuss the situation.

4. Refer to the “Guidelines for Calling the Child Abuse Hotline” for what information you will need to provide to the hotline.

<https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/safe-kids/reporting-child-abuse-and-neglect/documents/cfs-1050-21-mandated-reporter-manual.pdf>

5. Your call must be confirmed in writing to the local investigation unit within 48 hours of making the hotline call. Current forms can be found on the DCFS website above.

For more information, reference Illinois Code at

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1460&ChapterID=32> for additional information.

DOCUMENTATION OF INCIDENT

An incident report must be completed to document the scenario and submitted to the staff member’s supervisor. Reference Incident Reporting Procedure.

Incident reports and accompanying documentation must be kept in a locked file cabinet.

It is prohibited to take retaliatory action against a staff member who acts in good faith in conformance with their duties as a required reporter.

Approved November 24, 2025