

## Reporting Procedure for Alleged Abuse

**Purpose:** To ensure that The Ayers Foundation or Ayers Asset Management staff are aware of their obligation to report abuse and/or neglect to the appropriate authorities and understand the process for doing so.

### Policy

In accordance with Tennessee law, any staff member who has reason to believe that a child or an adult is a victim of abuse, neglect, battery or exploitation is responsible to report such as described below.

Staff shall disclose only information immediately relevant to the alleged incident.

### Procedure

A. Reporting for adult victims:

Reports of known or suspected abuse, neglect, battery or exploitation of an endangered adult shall be reported to the Adult Protective Services Unit or the law enforcement of the respective county in which the incident is believed to have occurred: 1-888-APS-TENN (1-888-277-8366). Additional information is available at the Tennessee Department of Human Services website: <http://www.state.tn.us/humanserv/adfam/spp0269.pdf>

B. Reporting for children:

Any staff having knowledge of any child who is suffering from or has sustained any physical or mental condition which is of such a nature as to reasonably indicate that it has been caused by brutality abuse or neglect, or which on the basis of available information reasonably appears to have been caused by brutality abuse or neglect, shall report such harm immediately, by telephone or web referral to the Department of Children's Services. Any person who knows or has reasonable cause to suspect that a child has been sexually abused shall report such information regardless of whether such person knows or believes that the child has sustained any apparent injury as a result of such abuse.

C. For either adults or children, reports should include the following information, if known:

1. The name, address and age of the endangered adult or child.
2. The name and address of the person responsible for the care of the endangered adult or child
3. The apparent nature and extent of the abuse, neglect, or exploitation
4. The name and address of the alleged perpetrator, if known

D. Types of Reports Regarding Children

**1. Immediate Harm**

If there is risk of immediate harm to a child, staff should call the Central Intake Hotline at 1-877-237-0004 and make the report by phone. If there are any

questions as to the immediate harm, staff should consult with their supervisor. The staff member should also notify his or her administrative supervisor of the report.

## **2. No Imminent Harm to Child**

If the child is not at risk of immediate harm, the staff should make a report using the Web-Based Reporting System at:

<https://reportabuse.state.tn.us/home.aspx>.

The Web system will guide the reporting person through the process and needed information step by step.

### **Documentation of Report**

- At the end of the online reporting a referral tracking number will be generated and this page should be printed as confirmation of the report being filed.
- If a risk of immediate harm report was made by phone, staff must document the call to the Department of Children's Services along with the reporting number provided.
- The letter from the Department as to the disposition of the case included with the internal report.

E. Any questions about reporting should be referred to a supervisor immediately.