

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b><u>Mandatory Reports of Child Abuse and Neglect</u></b>		Approved by:
Insert:	02.14	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	

*Warren Craig P.*

**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to ensure compliance with [ALA.CODE § 26-14-3](#).

**SCOPE:**

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

**DEFINITIONS:**

There are no definitions applicable to this policy.

**DETAILS:**

1. **Requirement for Reporting Child Abuse and Neglect:** The Code requires employees of public and private institutions of postsecondary and higher education to “report orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority” when the child is known or suspected to be a victim of child abuse or neglect.

**PROCEDURE(S):**

1. Report incidents of child abuse or neglect to:  
Alabama Department of Child Abuse & Neglect Prevention  
60 Commerce St., Suite 1000  
PO Box 4251  
Montgomery, AL 36104  
Phone: 334-262-2951  
[www.ctf.alabama.gov](http://www.ctf.alabama.gov)

**ADDITIONAL PROVISIONS/INFORMATION:**

There are no additional provisions/information applicable to this policy.