



# Santa Fe College Rules Manual

---

**Title:** **Mandatory Reporting of Child Abuse, Abandonment and Neglect** **Procedure 2.16P**

**Based on:** Rule 2.16

**Effective Date:** February 19, 2020

---

## Definitions:

1. For the purpose of this procedure, the terms “abuse,” “abandonment,” and “neglect” shall have the same meaning as in Section 39.01, F.S. These terms are defined in pertinent part as follows:
  - a. “Abuse” means any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the child’s physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
  - b. “Abandoned” or “abandonment” means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, has made no significant contribution to the child’s care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child, or both.
  - c. “Neglect” occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child’s physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability unless actual services for relief have been offered to and rejected by such person. Neglect of a child includes acts or omissions.
  
2. Administrator -  
As set forth in College Rule 2.16, the term “Administrator” means the following high level personnel who have been assigned the responsibilities of college-wide or campus-wide academic or administrative functions, who serve Santa Fe College with the title of: College President; Provost; Vice President; Associate Vice President; Assistant Vice President; Special Assistant to the President; Dean; Human Resources Director; Comptroller; Equity Officer/Title IX Coordinator; Chief of Police; and Athletic Director.

3. Child - Any person under the age of 18 years who has not been emancipated by order of a court.

Procedure:

## 1. Any Person

### a. Requirement.

Any person who knows or reasonably suspects that a child is abused, abandoned, or neglected, is required by law to report such knowledge or suspicion to the Florida Department of Children and Family Services (DCF). Individuals may also contact local law enforcement authorities to make a report of suspected child abuse at any time; however, this does not negate their statutory obligation to first report to DCF. It is unlawful to knowingly and willfully prevent another person from reporting suspected child abuse, abandonment, or neglect.

### b. How to report incidents

Notify the Florida Department of Children and Families. Notification must be made by calling, faxing or e-mailing the Florida DCF Abuse Hotline.

Telephone: 1-800-96-ABUSE (1-800-962-2873)

Fax: 1-800-914-0004

Web report: <https://www.myflfamilies.com/service-programs/abuse-hotline/report-online.shtml>

## 2. College Employees

**a. Employee Requirements.** Faculty, staff, and volunteers shall report known or suspected child abuse, abandonment, or neglect committed on College property, or during a College-sponsored event or function to an Administrator in addition to reporting to DCF.

### b. Administrator and Medical Personnel Requirements.

- i. College Administrators and individuals employed or volunteering in the capacity of medical personnel at SF, if any, shall report to DCF, any instances directly observed or reported to them of known or suspected child abuse, abandonment, or neglect committed on College property or during a College-sponsored event. Administrators and medical personnel are prohibited from knowingly and willfully preventing another person from reporting.
- ii. In addition to the foregoing mandate, College Administrators and individuals employed or volunteering in the capacity of medical personnel at SF, if any, are *strongly encouraged* to report to Santa Fe College's Chief of Police, Equity Officer/Title IX Coordinator, or General Counsel, any instances directly observed or reported to them of known or suspected child abuse, abandonment, or neglect committed on College property or during a College-sponsored event. This additional reporting will allow for prompt and appropriate follow-up within the College community.

- c. Sanctions.** A violation of Rule 2.16 or Procedure 2.16P may result in disciplinary action up to and including termination of employment as well as personal criminal and civil penalties. The College may also be subject to substantial fines, up to \$1,000,000 per incident per person, in accordance with Florida law and regulations for the actions or inactions of its employees in connection with failure to report.
- d. Training.** All current employees must complete training as prescribed by the Vice President responsible for Human Resources by the end of the Fall term 2020; new employees must complete the prescribed training within one week of commencing employment. Training requirements may be modified at the direction of the College President. Failure to complete training may result in discipline up to and including termination of employment.
- e. How to report incidents**
- i. All instances of known or suspected child abuse, abandonment or neglect must be reported to the Florida Department of Children and Families (DCF). Notification must be made by calling, faxing or e-mailing the Florida DCF Abuse Hotline.  
Telephone: 1-800-96-ABUSE (1-800-962-2873)  
Fax: 1-800-914-0004  
Web report: <https://www.myflfamilies.com/service-programs/abuse-hotline/report-online.shtml>
  - ii. Notify the Santa Fe College Police Department (call 352-395-5519 for non-emergencies) and the Equity Officer and Title IX Coordinator (call 352-395-5950 or email [equity.officer@sfcollge.edu](mailto:equity.officer@sfcollge.edu)) of any incidents reported to DCF so that an internal Incident Report can be completed. Call 911 or contact the Santa Fe College Police Department at 352-395-5555 if immediate assistance is needed to deal with the matter at hand.