



When developing job descriptions, it can be helpful to have sample language about whether a position is a mandated reporter of child abuse, or is not. The following sample language is meant to assist domestic violence advocacy organizations developing individual job descriptions:

Sample Language for Mandated Reporter

This position requires you to directly supervise children without the presence of a legal guardian, or is a professionally licensed role that is listed in California's Child Abuse and Neglect Reporting Act (CANRA). As a result, you are a mandated reporter of suspected child abuse under CANRA and must become familiar with your obligations and how to carry them out in compliance with other federal and state funding obligations. You must advise any client before speaking with them that you are a mandated reporter, and what that entails. In the event that you determine a report of suspected abuse must be made, you must take all reasonable steps to advise your client before making the report. You should also discuss with your client the option of making the report themselves, as opposed to your making the report about them or their children.

Sample Language for Non-Mandated Reporter

This position is not subject to mandated reporting under CANRA. Such a report, including sharing information with another employee who is a mandated reporter position without following "release of confidential information" policies is a breach of confidentiality is a violation of state and federal law and can result in disciplinary action, including [describe the potential discipline consequences as appropriate in your organization].

Additional information about mandated reporting, including a tip-sheet about who is and is not a mandated reporter is available in the legal resource library on FVAP's website:

www.fvaplaw.org

* This sample language is not providing legal advice and should not replace the advice of an attorney. Last updated 3/1/19. Copyright © Family Violence Appellate Project 2019.

This project was supported by funding awarded by Grant Number 2016-WL- AX-0055, awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions and recommendations expressed in this publication are those of the authors and do not necessarily reflect the views of the Office on Violence Against Women.