California Child Abuse and Neglect Reporting Act (CANRA) Responsibilities

Stanford University Human Resources

Who Is A Mandated Reporter

Generally, university employees who come into contact with minors on a regular basis, or who supervise those who do, are mandated reporters. Whether a person is a mandated reporter is determined by statute. Unpaid volunteers, including undergraduate student volunteers, are not considered mandated reporters. However, individuals sponsoring programs staffed by volunteers should contact University Human Resources, Employee & Labor Relations at (650) 721-4272 or stanfordelr@stanford.edu to discuss if the volunteers may be considered mandated reporters under the law.

Examples of mandated reporters include:

- Faculty, academic staff, graduate students and other instructors who teach courses in which minors are enrolled, including summer session
- Residential advisors
- Faculty, staff, or graduate student sponsoring a minor intern
- Camp counselor

These employees are required to report known or reasonably suspected abuse that occurs on campus or at an official Stanford sponsored program or activity.

Other categories of mandated reporter at Stanford include:

- Police officers and employees of a police department
- Medical personnel, such as physicians and surgeons, residents and interns, psychiatrists, psychologists, psychological assistants
- Employees of a licensed child care facility
- Youth camp administrators
- K-12 teachers, teacher’s aides, or administrators, such as online high school teachers
- Athletic coaches, assistant coaches, and graduate assistants involved in coaching
- Clergy (unless information obtained during a “penitential communication”)

Employees in these other categories are mandated to report more broadly: they must report whenever in their professional capacity, or in the course and scope of their employment, they have knowledge of or observe a child who they know or reasonably suspect has been the victim of child abuse or neglect.
Mandated Reporter Acknowledgement Form

Stanford is obligated by law to have on file an acknowledgement of mandated reporter status from all of its mandated reporters. If you have not already completed the form, the acknowledgement may be found on STARS at http://bit.ly/mrackn.

How To Report

1. If you are a mandated reporter and become aware of or reasonably suspect abuse or neglect of a minor based on the guidelines above, call the police or child welfare authority to make a report immediately or as soon as practically possible.
   • Make a report to one of these local agencies:
     o Santa Clara County Department of Family & Children’s Services / Child Abuse and Neglect Center
       ▪ Phone: (650) 493-1186
     o Stanford Department of Public Safety
       ▪ Phone: (650) 723-9633 (DPS office: 8 am-5 pm, Monday-Friday, excluding holidays) or (650) 329-2413 (dispatcher)
       ▪ In an emergency, dial 911 or 9-911 (university phone)
   • Mandated reporters have a personal legal obligation to report:
     o The legal obligation is triggered by knowledge or reasonable suspicion of abuse or neglect.
     o Duty is to report, not investigate.
     o A mandated reporter who fails to report could face criminal and civil liability.
   • Mandated reporters are given special protections like criminal and civil immunity for making good faith reports and requires the authorities to protect the confidentiality of the mandated reporter’s name, with limited exceptions.
   • People who are not mandated reporters should still report child abuse and neglect to the authorities in order to help minors who may be abused or neglected.

2. After making the call and within 36 hours of learning of the abuse or neglect, mandated reporters must send a written report to the agency to which the initial report was made. The suspected child abuse report form distributed by the California Department of Justice is available at http://oag.ca.gov/childabuse/forms.

3. Report internally. The university may have additional obligations or may be able to help. You should report internally after you make the initial call to the authorities.
   • Contact your supervisor and/or Program Sponsor.
   • Contact University Human Resources, Employee & Labor Relations at (650) 721-4272 or stanfordehr@stanford.edu.
• Contact Stanford’s Compliance and Ethics Helpline at (650) 721-2667 or online using the Helpline Request Form at [http://bit.ly/acrpcanra](http://bit.ly/acrpcanra). They can bring in the resources to assess if Stanford can do anything to help or has further obligations. You have the option of making an anonymous report with the Compliance and Ethics Helpline if you prefer.

**Stanford Resources**

• Suspected Child Abuse Report form available at [http://oag.ca.gov/childabuse/forms](http://oag.ca.gov/childabuse/forms)
• University Human Resources, Employee & Labor Relations, (650) 721-4272, stanfordelr@stanford.edu