



# Henry County Child Abuse Protocol 2012

Volume 6, Issue 1  
July 2011

**Notes:**

- **2012** Child Abuse Protocol available on line at [www.co.henry.ga.us/connectinghenry](http://www.co.henry.ga.us/connectinghenry)
- Email updates to: [connectinghenry@co.henry.ga.us](mailto:connectinghenry@co.henry.ga.us)



## Introduction

Henry County's *Child Abuse Protocol Committee* meets in conjunction with the Child Fatality Review Committee—both with the goal of providing prevention and wrap around services for Henry County's children.

The **Henry County Child Abuse Protocol** is a dynamic document that is compiled from the agencies and individuals that work toward prevention, identification, reporting, prosecution, and remediation of child abuse.

For more information please contact Kip Moss in the Henry County District Attorney's office, 770-288-6341.

In 2010, there were **2,300** reported cases of child abuse as compared to **2,227** live births at Henry Medical Center.

**Prevent Child Abuse Henry County** is a citizen-based organization dedicated to preventing child abuse and neglect in all forms. These volunteers provide contacts and resources to help educate new parents—their target goal is to provide services to every child born at Henry Medical Center. Henry Medical Center forecasts 2,400 live births in the upcoming year.

Child Abuse Prevention should be the goal of every person and organization that touches the lives of the children in our community.

[resources.referralguide.html](http://resources.referralguide.html)



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# Henry County Child Abuse Protocol 2012

## Physical Abuse Defined

**Physical abuse** occurs when a child suffers a non-accidental injury that may include severe beatings, burns, fractures, welts, or other physical problems.

### Physical Indicators:

**Unexplained bruises and welts**—On the face, lips, mouth, torso, back, buttocks, thighs or in various stages of healing. The bruises may be in clusters or patterns (i.e. electrical cord or belt). They may appear on several different surface areas. Inju-

ries may appear regularly after absences (weekend or vacation).

**Unexplained fractures/dislocations** to skull, nose, facial structure or in various stages of healing. Fractures may also include multiple, or spinal fractures.

**Unexplained burns from cigars, cigarettes**—especially on soles, palms, back or buttocks. This may also include immersion burns (sock like, glove like, doughnut shaped on the buttocks or genitals). Infected burns may

indicate a delay in seeking treatment.

### Bald patches on the scalp

### Behavioral Indicators:

The child feels deserving of punishment. The child may be wary of adult contact. They may be apprehensive when others cry. They may exhibit behavioral extremes. The child may be frightened of their parents and afraid to go home. They may report injury at the hands of their par-

ents. They may have a vacant look or frozen stare. The child may be very still, surveying their surroundings. They may respond to questions in monosyllables. They may demonstrate inappropriate or precocious maturity. The child may use manipulative behavior to get attention or they may be capable of only superficial relationships. They may indiscriminately seek affection or exhibit a poor self-concept.

## Neglect Defined

**Neglect** occurs when a parent or caretaker allows a child to experience avoidable suffering or fails to provide basic essentials for physical, social, and emotional development.

### Physical Indicators:

The child may be underweight, exhibit poor growth patterns or a failure to thrive.

They may consistently be hungry, have poor hygiene or inappropriate

dress. The child may report a consistent lack of supervision, especially in dangerous activities or for long periods of time.

There may be unattended physical problems or medical needs. Obvious abandonment, or bald patches on the scalp may also be indicators.

### Behavioral Indicators:

Neglected children may beg, steal, or hoard food. They may arrive at

school early, and stay late, or they may rarely attend. (See also the School Attendance Protocol Flowchart on page 15). The child may exhibit constant fatigue, listlessness, or fall asleep in class. They may inappropriately seek affection.

The child may assume adult responsibilities and concerns. Early drug or alcohol abuse may be present.



## Sexual Abuse Defined

Occurs when an adult or older child exploits a child for sexual gratification.

Sexual abuse includes fondling, sodomy, child prostitution, incest, and encouraging or forcing a child to participate in pornographic activities.

### Physical Indicators:

Children may have difficulty in walking or sitting. They may have torn, stained or bloody under-

clothing. The child may have pain, swelling or itching in the genital area. They may report pain upon urination.

The child may have bruises, bleeding, or laceration in the external genitals or anal areas.

The child may have a vaginal/penile discharge or a venereal disease. They may have poor sphincter tone or may masturbate inappropriately or excessively.

### Behavioral Indicators:

The child may be unwilling to change for gym or participate in PE activities. There may be withdrawal, fantasy or infantile behavior. The child may behave in a bizarre fashion. They may act sophisticated or display unusual sexual behavior/knowledge.

The child may have poor peer relationships. They may be delinquent or runaway. The child may

report sexual assaults from the caretaker. There may be a change in school performance. There may be sleeping disorders or nightmares, or eating disorders.

You may notice aggressive acting out, self-abusive behaviors (drug, alcohol, mutilation).

Victims may act out sexually on younger children.

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### Emotional Maltreatment Defined

Occurs when a parent creates a negative emotional atmosphere for the child.

Examples are when the parent makes continued unfavorable comparisons to a sibling, when the parent makes the child feel bad because he or she is not perfect, or when the parent uses shameful forms of punishment.

#### Physical Indicators:

Indicators may include speech disorders, lags in physical development, failure to thrive, or hyperactive/disruptive behavior.

#### Behavioral Indicators:

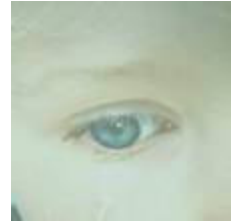
The child may exhibit habit disorders (sucking, biting, rocking, etc.).

They may have conduct/learning disorders.

The child may exhibit neurotic traits (sleep disorders, inhibition of play, unusual fearfulness).

The child may have psychoneurotic reactions (hysteria, obsessions, compulsions, phobias, hypochondrias).

The child may exhibit behavioral extremes or overly adaptive behaviors or developmental lags.



### Georgia State Statute O.C.G.A 19-7-5(C)(1) — Mandated Reporters

**The following persons who have reasonable cause to believe that a child has been abused must report that abuse:**

- »Physicians licensed to practice medicine, interns, or residents.
- »Hospital or medical personnel
- »Dentists
- »Licensed psychologists & persons participating in internships to obtain licensing
- »Podiatrists
- »Registered professional nurses or licensed practical nurses
- »Professional counselors, social workers, or marriage & family therapists licensed pursuant to Chapter 10A of Title 43.
- »School teachers, including day care providers
- »School administrators
- »School guidance counselors, visiting teachers, school social workers, or school psychologists
- »Child welfare agency personnel
- »Child service organization personnel
- »Law enforcement personnel

#### Protection as a Mandated Reporter— Georgia Code 19-7-5(f),(g)

Any person or persons, partnership, firm, corporation, association, hospital, or other entity participating in the making of a report to a child welfare agency providing protective services or to an appropriate law enforcement authority will be immune from any civil or criminal liability provided such a report is made in good faith.

Suspected child abuse, which is required to be reported by any person by law must be reported notwithstanding that the reasonable cause to believe such abuse had occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law.



See also: [www.georgiavoices.org](http://www.georgiavoices.org)

#### Responsibilities of Mandated Reporters

##### O.C.G.A. 19-7-5(c)(2)(D),(E):

If a person is required to report abuse because that person attends to a child, as a member of the staff of a hospital, school, social agency, or similar facility, that person must notify the person in charge of the facility or the designated delegate who then must report the abuse.

A staff member who makes a report to the person designated is deemed to have fully complied with the law. Any other person who has reasonable cause to believe that a child is abused may report.

An oral report must be made as soon as possible by telephone to DFCS Protective Services (678-583-3333) which is designated by DHR or to an appropriate law enforcement authority or District Attorney.

If a report of child abuse is made by DFCS or independently discovered by DFCS, then DFCS must immediately notify the appropriate law enforcement authority or District Attorney.

#### Liability for Failure to Report O.C.G.A. 19-7-5:

Any person or official required by law to report a suspected case of child abuse who knowingly and willfully fails to do so will be guilty of a misdemeanor.

Not reporting is a dangerous game because human behavior is unpredictable. If you don't report thinking "the parents have dealt with it and it won't happen again," something does happen, there is the liability issues as well as the personal responsibility of thinking it might have been prevented if it had been reported. If ever in doubt, call 678-583-3333 and let DFCS direct you.

Mandated Reporters OCGA 19-7-5(c)(1)  
[www.dfcs.dhr.georgia.gov](http://www.dfcs.dhr.georgia.gov)

# Henry County Child Abuse Protocol 2012

Division of

**FAMILY & CHILDREN SERVICES**

GEORGIA DEPARTMENT OF HUMAN RESOURCES



## Henry County DFCS

An initial report of child abuse or neglect is received at DFCS by an intake worker. Complete reports (excluding referral source) of suspected child abuse or neglect are referred to the Henry County Police Department or appropriate law enforcement jurisdiction.

These reports are referred by means of fax daily. If immediate action is required of law enforcement, DFCS will be required to notify law enforcement. If law enforcement makes the decision to respond, there should be immediate notification to the department for information regarding the case status.

DCFS and Law Enforcement will share any information needed to assist with the investigation. DPC referrals will be assigned to a specialist with a timeframe of either 24 hours for high risk cases, or 5 days for all other cases. Examples of high risk indications which may require immediate 24-hours response include:

- Any report of life-threatening maltreatment to a child under the age of three.
- Any report of multiple bruises/welts.
- Self-referrals from parents who state that they are unable to cope, feel like they will hurt or kill their children, and wish their children's immediate removal and placement away from home.
- Reports alleging bizarre punishment (e.g. locking a child in a

closet, forcing a child to stay under a bed.)

- Allegations of current sexual abuse involving a child, who remains accessible to the alleged maltreater.
- Self-referrals from a child who expresses fear of returning home.
- Reports alleging children, unable to care for themselves, have been left alone.
- Reports involving children who are suffering from acute, untreated medical condition.
- Reports alleging that parents of children are behaving in a bizarre manner, or acting in a bizarre way under the influence of drugs or alcohol which poses a threat to the child.
- Reports concerning a child who resides in the same household of a child who died of what may have been child mistreatment.

CPS referrals may also be assigned as Family Support cases. The goal of Family Support services is to divert appropriate CPS referrals to a provider or community-based resource to determine if services are needed to prevent problematic family issues from escalating to the point of required CPS intervention. These cases will be assigned a response of either 48 hours or 5 days.

Examples of possible family support case may include:

- Inadequate supervision
- Inadequate food, shelter, clothing
- Poverty issues (e.g. eviction, utilities, rent)
- Medical neglect
- Child on child sex acts

### Joint DFCS/HCPD Investigations

The Henry County DFCS and the local law enforcement agency will respond jointly to a referral alleging child, sexual, or serious physical abuse.

A caseworker and a Law Enforcement Officer may go to the school, or to where the child is located. They will conduct an interview with the child to establish whether or not abuse has occurred. Following an interview with the child, a caseworker will make attempts to notify the parents the day of the contact.

In some situations, a forensic interview may be required. The interview may be videotaped and anatomically correct dolls will be available to assist the child and interviewers if desired. After a child has been interviewed and abuse has been confirmed, the parents will be contacted, advised of the report, and requested to come to DFCS or the police department.

Interviews may be recorded. If the non-abusing parent does not believe the child, and fails to make provisions to protect the child, the child will be taken into protective custody by law enforcement.

Continued on next page

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## DFCS, continued Abuse Hotline: 678-583-3333



**Henry County Department of Family and Children Services**  
 125 Henry Parkway  
 McDonough, GA 30253  
 Phone: 770-954-2014  
 Fax: 770-954-2329

**Susan R. Boggs**  
 Fayette County DFCS Director  
 770-460-2572

**Interim Henry County DFCS Director**  
 770-954-2020

**Bob Brown, MSW**  
 Social Services Program Director  
 Region 16 DFCS  
 (770) 603-4648  
 FAX (770) 359-1873  
 robrown@dhr.state.ga.us

DFCS will contact the Juvenile Court Judge and request an immediate verbal order to place the child in the Department's custody.

A deprivation hearing will be held within 72 hours to assess the risk to the child, and determine the appropriate placement of the child either back in the home or to continue custody with DFACS.

Parents/caretakers will be notified of the 72 hour hearing by the DFCS worker or police officer. If the child is retained in custody of DFCS at the initial hearing, the investigative worker will continue to complete the investigation and assess the safety of the child if returned home.

Appropriate cases will be referred to

Family Preservation or permanency for additional services.

Mandated reporters may be given the case disposition upon request.

The intent of every investigation by the Department of Family and Children Services is:

**Work with the parents toward providing a safe and nurturing environment for the child by assessing risk and providing services to ensure the child safety and reduce the risk of future maltreatment.**

Henry County DFCS 201 I

### Advocacy

#### Prevent Child Abuse Henry County

P.O. Box 1525  
 Stockbridge, GA 30281  
 Phone: 770-507-9900

#### Georgia Alliance for Children, Inc.

30 Haygood Avenue SW  
 Atlanta, GA 30315  
 Phone: 404-588-0708  
 Email: alliance@gac.org

#### Governor's Office for Children & Families

55 Park Place NE  
 Suite 410  
 Atlanta, GA 30303  
 Phone: 404-656-5600



#### Voices for Georgia's Children

100 Edgewood Avenue, NE  
 Suite 1580  
 Atlanta, GA 30303  
 Phone: 404-521-0311

#### National Center for Missing & Exploited Children

Charles B. Wang International  
 Children's Bldg  
 699 Prince Street  
 Alexandria, VA 22314-3175  
 24 Hr Hotline: 1-800-THE LOST  
 (1-800-843-5678)  
 Phone: 703-224-2150

# Henry County Child Abuse Protocol 2012



Henry County Police  
Headquarters  
108 South Zack Hinton Pky  
McDonough, GA 30253  
Office 770-288-8200  
Fax 770-288-8204

Chief Of Police  
Keith Nichols



Sheriff Keith McBrayer  
120 Henry Parkway  
McDonough, GA 30253

Phone: 770-288-7103

## Law Enforcement

Law Enforcement receives referrals of child abuse from the Department of Family and Children Services or other referral services. Child abuse cases will be handled in a priority manner, depending on the severity of the abuse being reported.

It is the responsibility of each law enforcement agency to have at least one officer/

detective with advanced training in the area of child abuse investigations.

This officer/detective should be used as a reference source for all the officers in the agency and should handle the more severe cases of child abuse reported to their agency.

## Disposition Upon Receipt of Referral

When law enforcement receives a referral of child abuse from a source other than the Department of Family and Children Services, a report will be filed by the local law enforcement agency to DFCS.

If the abuse occurred in the child's home or in a caretaker situation, DFCS will be notified as soon as possible. Using these guidelines, a determination will be made by DFCS and the police agency whether a joint investigation will occur.

The local law enforcement agency will receive copies of Child Protective Services' referrals from DFCS.

Law enforcement will notify DFCS of their disposition on all sexual abuse cases and physical abuse cases

that warrant the involvement of CID. That disposition will be:

A. Case was received—  
Disposition to follow:  
This makes DFCS aware that the referral was received and will be dealt with as soon as possible.

B. Case will be handled by Uniform Patrol—  
Disposition to follow:  
Uniform will handle the call and law enforcement will forward a copy of the report to DFCS.

C. Case will be assigned for investigation: The Henry County DFCS then knows that an investigator/officer will notify the Child Protective Services worker as soon as possible.

D. Local records have been checked and no further ac-

tion will be taken by the law enforcement agency at this time.

Each agency should refer to the Protocol in making their decision on handling an investigation.

It is the responsibility of each law enforcement agency to check their local files/records and criminal histories of suspects whenever possible prior to making a decision on handling a child abuse referral.

If there is a past history of child abuse, domestic violence or physical assaults, then Henry County DFCS should be notified of this information and a joint decision will be made on how the case should be handled.

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### Law Enforcement Joint Investigation

There will be a joint investigation between law enforcement and DFCS in the following situations:

A. Any form of sexual abuse including fondling, incest, rape, sodomy of a child by parent or caretaker, and on any child where there is medical evidence.

B. Any form of severe physical assault by parent, step-parent, guardian, or other caretaker. (Examples: severe bruises, especially around the head or abdomen

area, burns, broken bones).

C. Any infant under the age of one year with any sign of physical assault including bruises.

D. Any fracture of bones of any child where abuse is suspected.

E. If a medical facility, law enforcement, or the Henry County DFCS receives notification of possible abuse while the child is still at the facility.

F. If a family refuses to allow the DFCS worker to see the victim

child in any abuse or neglect referral.

G. If a worker from DFCS has reason to believe that a child is in immediate danger and should be removed (or the family may flee) and there is not time to obtain a court order, then the DFCS worker and police officer/investigator will review the referral together.

H. They will determine how to proceed with the investigation with the goal of protecting the child or building a strong court case.

I. Any child abuse referral where there is a past history of reported physical or sexual abuse and the Henry County Department of Family and Children Services is requesting that law enforcement be involved.

J. When a DFCS caseworker or administration feels there is a question regarding the workers safety and requests law enforcement involvement.

### Joint Investigation with DFCS—Specifics

If there is a joint investigation, it should be initiated within 24 hours for children who at imminent risk and within 5 days for all others.

A. If the child is in school, an officer and a DFCS worker will ask the school officials to provide an appropriate place for interviewing the child.

B. If school is not in session or the child is pre-school age, the DFCS worker and the law enforcement/investigator will make a decision as to how to best interview the child away from the alleged perpetrator.

C. After the initial interview,

the law enforcement/investigator and the DFCS worker will make a decision as to whether the child needs to be taken into protective custody, and then contact Henry County Juvenile Court regarding this decision if protective custody is initiated.

D. The initial interview will determine the need for protection. If protective custody is taken, then at the discretion of the law enforcement/investigator and worker, the child may be transported to DFCS or another location for further interviewing as deemed necessary.

E. The law enforcement/investigator will notify the parents of the child placed into protective custody and their need to be at the deprivation hearing in Juvenile Court. The DFCS worker will follow up by contacting the parents to notify them of the date and time of the hearing and of their right to have an attorney.

The DFCS worker will also attempt to arrange a time to interview the parent prior to the court hearing. The interview of any suspects in the case will be coordinated between the police officer/investigator and the DFCS worker. The law enforcement/investigator involved

is expected to be present to testify at the deprivation hearing.

F. If the child is retained in DFCS custody at the initial hearing, the assigned law enforcement/investigator and the CPS worker will continue to complete the investigation and assess the safety of the child.

G. If charges are brought against a perpetrator, the law enforcement officer and the DFCS worker will be available for the Magistrate hearing.

### Investigations Not Involving DFCS

These cases will be handled by each agency in a prompt manner using the same basic guidelines as joint investigation, but without the assistance of a DFCS worker.

This includes cases in which the alleged perpetrator is a third party, of no relation to the victim and does not play a caretaker role to the child.

# Henry County Child Abuse Protocol 2012

## Law Enforcement—Drug Addicted Newborns

Whenever a mother or child tests positive for drugs, the Henry County DFCS will be notified by hospital personnel.

If the parent or parents are determined to be in need of treatment for their drug problem and are cooperative (and the Henry County DFCS) are receptive to seeking treatment, then law

enforcement will not be involved.

In the event the parent(s) have a past history with law enforcement, or the DFCS has a past history involving other children born drug positive then a joint decision will be made between law enforcement and DFCS on how to best handle the case.



## Basic Child Abuse Investigative Procedures

A. The first interview should be basic collecting only the information needed to determine if the child is in danger or if a crime has occurred. It is not mandatory that this interview be recorded, but good notes should be kept. A DFCS worker should be notified at once if it is determined that a joint investigation is necessary.

B. The investigating officer and a DFCS worker in joint cases should conduct a second interview. If possible, this interview should be audio or videotaped

and should be very detailed to establish all the facts in the case.

C. Determine if a search warrant is needed to collect physical evidence to support the child's statement.

D. Determine as soon as possible if a medical examination is needed and arrange for one. The DFCS worker will usually handle this, but it is good to double check.

E. Always photograph injuries in a physical abuse case or a neglect

case. The Henry County Police Department will assist in photographing these types of cases upon request.

F. Try to determine if there are other victims and interview them as soon as possible. Also interview anyone the child talked to about the abuse, especially non-abusive parent or caretaker.

G. Locate and interview the perpetrator, at the police department or neutral location away from his home when possible.

H. Determine if an arrest will be made. If so, notify the District Attorney's office as soon as possible and forward a copy of the case file to the District Attorney's office within five working days after the case is bound over to the Henry County Grand Jury from the Henry County Magistrate Court.

**Tommy K. Floyd, District Attorney 770-288-6400**

**One Court House Square Second Floor West Tower**



After a warrant has been bound over to Superior Court, the District

Attorney's office will review the case and prepare an indictment to be presented to the grand jury as soon as practical under the circumstances.

The District Attorney's office will

subpoena the appropriate witnesses deemed necessary for the orderly presentation of the case to appear before the grand jury. Child victims will not be re-interviewed unnecessarily by the District Attorney's office.

If a true bill is returned by the grand jury, the case will be placed on a calendar for arraignment at which time the defendant enters a guilty or not guilty plea.

If the defendant pleads guilty, the

defendant will be sentenced by the court.

If the defendant pleads not guilty, the case will be put on the next available trial calendar.

The District Attorney's office will discuss sentencing recommendations with the pertinent parties, to include the guardian and/or the victim's non-offending family and investigating officer, when possible.

Victim services staff will inform

victims and/or non-offending family members of victim's rights, and keep them informed/notified of any court proceedings if they so request.

Courtroom orientations with child victims will take place before a child victim is called to testify at trial by the assistant district attorney assigned to the case and/or victims services staff.

Updated June 2011

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### Henry County Juvenile Court

770-288-6866

Honorable A.J. Welch,  
Honorable William P. Bartles  
Honorable James P. Brown

44 John Frank Ward Boulevard  
1 Judicial Center Suite 115  
McDonough, GA 30253

[www.co.henry.ga.us/JuvenileCourt/JuvenileMain.htm](http://www.co.henry.ga.us/JuvenileCourt/JuvenileMain.htm)




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#### Deprivation Proceedings:

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When deprivation proceedings are filed, including child abuse, the Juvenile Court should do the following:

- Comply with the jurisdiction time limits mandated by law.
- When a child is alleged to be deprived and is taken into custody, an informal deprivation hearing must be held no later than 72 hours, excluding week-ends and holidays, to determine whether continued shelter care is required. If the 72 hour time period expires on a Saturday, Sunday, or legal holiday, the hearing must be on the next day which is not Saturday, Sunday, or legal holiday. All case workers and law enforcement officers involved in the removal of a child should be present at the 72 hour hearing.
- If the child is not released to the parent or custodian at the deprivation hearing, and the court finds that continued shelter care is required, a petition must be filed with the court within five days of the deprivation hearing for certification; the child will be represented by counsel at the deprivation hearing.

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#### Continuance

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- In abuse cases, the court will be reluctant to grant continuances and will do

so in its discretion for providential, compelling, or legal cause.

- Any continuances granted should be for the shortest period of time possible so that the case will reach an early resolution.

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#### Protective orders

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The Juvenile Court allows for the filing of a Protective Order. Such an order can restrain a person from having contact with a child if that contact may be detrimental to the child. The Juvenile Court will consider such an order if the perpetrator has had due process notice and an opportunity to be heard. Such an order may require any such person:

- To stay away from the home or the child.
- To permit a parent to visit the child at stated periods.
- To abstain from offensive conduct against the child, his parent, or any person to whom custody of the child is awarded.
- To give proper attention to the care of the home.
- To cooperate in good faith with an agency to which custody of a child is entrusted by the court or with an agency or association to which the child is referred by the court.

- To refrain from acts of commission or omission that tend to make the home not a proper place for the child.
- To ensure that the child attends school pursuant to any valid law relating to compulsory attendance. (See pg.16)
- To participate with the child in any counseling or treatment deemed necessary after consideration of employment and other family needs.

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After notice and opportunity for hearing afforded to a person subject to a protective order, the order may be modified or extended for a further specified period, or both may be terminated if the court finds that the best interest of the child and the public will be served thereby.

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Protective orders may be enforced by citation to show cause for contempt of court by reason of any violation thereof, and, where protection of the welfare of the child so required, by the issuance of a warrant to take the alleged violator into custody and bring him before the court.

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If the Protective Order is not considered at the dispositional hearing, it will be the policy of the DFCS, where appropriate and through its counsel, to file such an order.

The Department's counsel will request a hearing within ten days of the filing of the petition.

# Henry County Child Abuse Protocol 2012



**Department of Juvenile Justice 770-954-2007**  
**1565 Highway 42 N , McDonough, GA 30253**

Tamica Coleman  
DJJ Program Manager

During the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, contact the Office of DJJ at (770) 954-2007. If a child is under supervision with the Status Offender/County Probation Office maintained by Juvenile Court, call (770) 288-6888.

Any time beyond normal business hours, call Henry County Dispatch Services at (770) 957-9121 and the scheduled Intake/On-Call Officer for Juvenile Court will be contacted. The On-Call Officer will decide if placement is necessary for the child. In the event that the On-Call Officer cannot be reached, Dispatch will contact the first and second backup for a placement decision.

When any employee for the Department of Juvenile Justice, including employees of

other departments, agencies, or entities under the supervision of the Department of Juvenile Justice, believes or becomes aware of any suspected neglect, physical, or sexual abuse of a child under the age of 18, that employee shall immediately report such neglect or abuse to the Henry County Department of Family and Children Services. Should DFCS be closed, the employee shall immediately contact Dispatch and request the On-Call Social Worker for DFCS. The information will be reported to the designated representative from DFCS for investigation and placement decision.

Such report shall contain the names and addresses of the child and the parent/guardian. The child's injury/injuries, including any evidence of previous injuries, and any other pertinent information the employee feels would be helpful in establishing the cause of neglect or injuries. The report should include any knowledge

of the perpetrator, if such information is available.

Please note that as new/additional staff are hired, the procedures and persons performing intake, or on-call duties will change. An updated memorandum is provided as needed.

Source: 2011 Tamica Coleman, DJJ

**Mission:**

*To protect and serve the citizens of Georgia by holding youthful offenders accountable for their actions through the delivery of treatment services and sanctions in appropriate settings and by establishing youth in their communities as productive and law abiding citizens.*

## Henry County Coroner, Donald Cleveland

Adequate death investigation requires the participation of numerous individuals including the medical examiner/coroner, public health officials, that patient's physicians, the pathologist, and personnel from agencies involved with the Child Welfare, Social Services, and Law Enforcement.

Collaboration between agencies enhances the ability to determine accurately the cause and circumstances of death. Information about the death of one child may lead to preventive strategies to protect the life of another.

The following steps will be observed in the investigation of child deaths in Henry County in accordance with OCGA

19-15-3.

1. The Coroner's office will investigate the child's death and will file the required report generated by the investigation with the Georgia Bureau of Investigation, Department of Forensic Science.

All deaths of persons under 18 should be reported to the Coroner of Henry County to determine jurisdiction. If jurisdiction is accepted by the Coroner, then the proper police agency and the medical examiner will be contacted to determine if any autopsy is required, giving consideration to the wishes of the Coroner, Police Officer in charge, and accepted criteria and laws relating to the need for an autopsy.

After notification of the death of a child, the Coroner or Police agency will notify DFCS if there is any question of the possibility of abuse or neglect.

2. Upon filing of the report with the GBI, the Coroner's Office will forward to the chair of the Henry County Protocol Committee and the chair of the Henry County

**Ph: 770-288-7495**  
**Alt: 770-914-1414**

**2580 Hwy 42 North**  
**McDonough, GA 30253**

## Volume 6, Issue 1

### Henry County Coroner (continued)

Fatality Review Subcommittee, a copy of the report and findings.

3. The Henry County Fatality Review Subcommittee will meet within 10 working days after a report is received by the chairperson.

The chairperson of the Child Fatality Review Subcommittee will copy the report and mail to all members with the identifying information:

- Child's Name
- Current Address
- Mother's full name
- Father's full name (and address if different)
- Siblings names
- Any other parties living at the same address
- Any other related information concerning the death of the child

Each member should search all records of their agency and relay any information of activity with the deceased child or family to the committee at the scheduled review date.

4. At the meeting of the subcommittee, each death will be reviewed on a case by case basis.

Subcommittee members who have reviewed their records and have knowledge of the child will provide documentation of the information without breaching the confidentiality rights of the client.

To provide greater insight into the circumstances, any DFCS employee involved with the deceased child in the past will attend the subcommittee review to provide information for a more thorough review.

Confidentiality of witness testimony shall

be in compliance with those conditions established in OCGA 19-15-6 (f).

The subcommittee will then decide whether or not additional information, which would require subpoena, is needed.

If that information is necessary to conduct a complete investigation, a subpoena will be obtained from Superior Court of the Flint Judicial Circuit, or if medical records are needed, from the Coroner.

5. An annual report by the Child Fatality Review Subcommittee is submitted by June 30 of each year to conduct the Child Fatality Review Prevention Panel according to law.

6. If an additional meeting proves necessary, the chairperson may call for a special review date and time.

7. The findings of the subcommittee will be recorded upon the Child Fatality Report (CFR) form with attachments as become necessary.

Every effort will be made to attach a copy of the death certificate, medical examiner/coroner's report, autopsy report, crime lab reports, police reports and other ancillary documents.

The subcommittee's designee will then file a copy of the findings with the Criminal Justice Coordinating Council (CJCC) and to the statewide Child Abuse Prevention Panel.

By supplying a copy of the report to CJCC, the requirement that a copy be supplied to the statewide panel is met.

A copy of the report will also be sent to the office of the District Attorney of the Flint Judicial Circuit, if it is concluded that the child died as a result of these conditions specified on OCGA 19-15-3 (c)

8. Official records and documents generated by the Protocol Committee of Child Fatality Review Committee will be kept in the offices of the Henry County DFCS in compliance with the confidentiality conditions and procedures as previously established. Any request for release of information from these records will be reviewed by the committee at its regular meeting date, at which time the record will be expunged of identifying information and will be released to the requesting party in accordance with Georgia law and Department policy.

9. A recording secretary will be designated to record and transcribe the minutes of each subcommittee meeting.

Additionally, the aforementioned individual designated to file appropriate copies of the review report will be appointed for a one year term.

10. An Annual Report shall be issued by the Child Review Subcommittee pursuant to OCGA 19-15-3 (d), and the annual report shall be published at least once in the legal organ of Henry County, and a copy of the annual report shall be transmitted to the judiciary committees of the House and Senate.

Source: 2011 Donald Cleveland, Henry Co. Coroner



# Henry County Child Abuse Protocol 2012

## Henry County Magistrate Court

[www.co.henry.ga.us/MagistrateCourt/MagistrateCourtMain.htm](http://www.co.henry.ga.us/MagistrateCourt/MagistrateCourtMain.htm)

**Monday thru Friday  
8:00 a.m. to 5:00 p.m.**

The Magistrate Court is available 24 hours a day, seven days a week with a judge on duty at all times for the pur-

pose of issuing warrants.

Warrants may be taken out for all adult offenders in child abuse cases after 5:00 p.m. and on weekends and holidays, judges may be contacted

in emergency situations by calling 911. The judge on call will then contact the Officer on the case.

**One Judicial Center, Ste 260  
McDonough, GA 30253  
770-288-7700**  
Updated June 2011



## Henry County Counseling Center Adult, Child, & Adolescent Services

**139 Henry Parkway  
McDonough, GA 30253  
Phone: 770-898-7400**

**Contact Clinical Supervisor—  
Terry Wright, LCSW**

### Procedure:

While working with consumers, staff will be alert to visible physical indicators, unusual changes in behavior, and verbal reports. Staff will report cases thought to be abuse and neglect to Child Protective Services. The agency will work with and cooperate to the extent fully allowed.

**Updated: 06/2011**

### Policy:

The policy of McIntosh Trail CSB prohibits corporal punishment, fear eliciting procedures, neglect, and physical or verbal abuse of any kind toward consumers with mental illness, developmental disability, and/or addictive diseases.

It is recognized that persons with disabilities are especially at risk for unrecognized injury, disease, abuse, and neglect.

*People Helping People*



# Volume 6, Issue 1



**Mission:**  
 “The Mission of Henry Medical Center is to maintain and strengthen our leadership position in the operation of a patient-oriented institution for the delivery of quality, cost-effective health care and to promote an atmosphere of wellness and preventive medicine to the community we serve.”

**Henry Medical Center**  
 1133 Eagles Landing Parkway  
 Stockbridge, GA 30281

www.henrymedical.com

Phone: 678-604-1000  
 (Main)

Phone: 678-604-1040  
 (Education)

Source Document:  
 HMC Policy AD 3.20  
 Key Index Title:  
 Abuse, Recognition and Reporting

Formulated By:  
 Nursing Services,  
 Case Management Services,  
 Quality Management

## Henry Medical Center

Effective Date: March 2010

Supersedes: March 2008

**Policy:**  
 It is the policy of Henry Medical Center to comply with Georgia State Law regarding recognition and reporting of suspected abuse, neglect, or exploitation to the Department of Family and Children's Services or the appropriate police/sheriff's departments. Anyone who makes a report concerning abuse, neglect or exploitation of an adult or minor "shall be

immune from any civil or criminal liability related to such report or testimony unless such person acted in bad faith or with malicious purpose". [Ga. Code 30-5-4 (c)]

Anyone who knowingly or willfully fails to make a report is violating the law and "shall be guilty of a misdemeanor."

**Definitions:**

**Abuse**—Willful infliction of physical pain, physical injury, mental

anguish, unreasonable confinement, or the willful deprivation of essential services.

**Neglect**— The absence or omission of essential services/attention to the degree that it harms, or threatens, with harm a person's physical, social, intellectual or emotional health.

**Exploitation**—The illegal or improper use of resources for profit or advantage of anyone other than authorized recipient.

## Procedure (Referral Process)

A staff member at Henry Medical Center that has reason to believe that a patient may be a victim of abuse, neglect, or exploitation, shall make an immediate report to their immediate supervisor.

For patients that have a primary physician, the physician of record should be notified.

The Nursing Supervisor shall be notified, and an immediate oral report shall be made to the appropriate Department of Family and Children Services and/or the appropriate law enforcement agency.

Case Management should be made aware of any in-house referral of abuse of any kind.

For ED patients, the ED physician should be notified. The ED Charge Nurse should also be notified and an immediate oral report should be made to the appropriate DFCS and/or appropriate law enforcement agency. A written report should also be made.

This report should be given to the ED Patient Advocate who should follow up on all reports coming from the ED. This report should then be filed in the patient's medical record.

**Henry Co. DFCS 770-954-2014**

**Clayton Co. DFCS 770-473-2300**

**Henry Co. Police 770-288-8200**

**Clayton Co. Police 770-477-3550**

After hours, an emergency on-call list for Henry County DFCS is available from the Nursing Supervisor or in the Emergency Room.

County DFCS personnel can also be reached by calling 911 Dispatch and requesting that the on-call person be paged.

The following information should be provided to the investigator if known:

Victim's name, address, age

Name, relationship, address of caretaker

Nature and extent of injury or condition

Pertinent, accurate details of subjective/objective evidence

**Populations at risk for abuse** include children, dependent adults and the elderly.

These populations should be screened by criteria, including but not limited to that contained in this policy:

Child—age 17 years and under

Adult—an individual between the ages of 18 and 59.

Geriatric—age 60 and over.

# Henry County Child Abuse Protocol 2012



## Criteria for Identifying Abuse and Neglect in Children

Abrasions to palms, knees, elbows— from being pushed down.	fractures.	behavior, minimal response to painful medical intervention, suicidal ideation or attempts.	d. Discrepancies between history, clinical findings and general health of child
Burns from cigarettes, curling irons, clothes irons, chemicals, friction, immersion in hot liquids.	Acute onset of paresis, visual impairments, post concussion symptoms, intra-cranial hemorrhage.	<b>Munchausen's by Proxy Syndrome</b> —A form of child abuse in which a parent presents a child for medical attention with symptoms that may have been fabricated or directly created and which subjects the child to unnecessary or potentially harmful medical procedures.	e. Unusual signs and symptoms that do not fit clinical diagnosis
External genitalia lacerations and abrasions , vaginal bleeding, discharge/infection, or penile discharge, or infection.	Conflicting history between victim and adult on the cause of the injury.	Common Presentation Findings may include:	f. Repeated hospitalizations and evaluations without definite medical diagnosis
Bruises in various stages of bleeding.	Adult not allowing a child to verbalize a history of the injury.	a. Unexplained seizures	g. Caregiver welcomes invasive medical testing and displays considerable medical knowledge
Multiple fractures or fractures in different stages of healing.	A history of the cause of injury that does not fit the type of injury observed.	b. Life threatening events	h. Family history of similar sibling illnesses, unexplained sibling illness, or suspicious circumstances surrounding a death.
Spiral fractures or mid-shaft fractures of long bones, or skull	Delay or absence of age appropriate behaviors, i.e. lethargy, social withdrawal, depression, relentless attention seeking	c. Chronic unexplained symptoms that resolve when child is protected.	i. Rare or unexplained lab findings.
			j. Falsification of medical history.

## Criteria for Identifying Adult Abuse or Neglect Victims and Elderly

Noticeable bruises in different stages of healing	Absence of adequate hygiene, body odor, claw-like toenails, dental caries (cavities)
Burns suggestive of cigarette burns or other hot objects	Radiographic evidence of fractures in different stages of healing
Multiple untreated or poorly treated decubiti (bed sores)	Economic abuse, i.e. patient reports assets being stolen, or forged name on wills.
Signs of withholding food, water, or medication	

## Criteria for Identifying Domestic Violence Victims

Injuries not likely to have been caused by the accident reported	more severe as frequency of visits increases	facial lacerations, oral mucosal lacerations.
Radiographic evidence of fractures in different stages of healing	Over-protectiveness of the partner and/or not allowing the victim to be alone with the health-care professional	Facial or nose contusions/fractures, skull fractures, patterned bruises, torso injuries such as breast contusions, fractured ribs, abdominal contusions, back or spine injuries
Minimizing the frequency or seriousness of injuries.	Child abuse in the victim's or partner's background	Altered consciousness from strangulation attempts, intra-cranial hemorrhage
Seeking treatment one or more days following the sustained injury	Bruises, scratches	Post concussion symptoms, visual impairment, miscarriage
Repeated ED visits with injuries becoming	Burns resulting from splashes, friction, chemicals, cigarettes or cigars, knife wounds, scalp or	

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Henry County Board of Education

Henry County Board of Education

33 N. Zack Hinton Parkway McDonough, GA 30253

Phone: 770-957-6601

Dr. Ethan Hildreth Superintendent

Assistant Superintendents: Jeff Allie Greg Benton Rodney Bowler Valerie Suessmith Karen Waldon

www.henry.k12.ga.us

Board of Education

- District 1 Pam Nutt District 2 Brian Preston District 3 Erik Charles District 4 Charles Vickery District 5 Ryan Davis

Child Abuse Protocol Procedures:

All employees of Henry County Schools shall comply with the O.C.G.A. 19-7-5 requirement for reporting any suspected incident of child abuse and sexual exploitation to the Henry County Department of Family and Children Services.

Suspected cases of child abuse will be reported to DFCS immediately. A written confirmation of the report will be requested from DFCS. A written referral to DFCS will be completed whether or not the report is made verbally. The employee making the report will notify the b person making the report), and his/her sig il. A copy of the written referral will be for of the referral will be maintained at the s



For further information on the Henry County Board of Education policy JGI regarding child abuse protocol procedures, please visit the system on-line at [www.henry.k12.ga.us](http://www.henry.k12.ga.us).

# Henry County Child Abuse Protocol 2012

## Henry County School Attendance Protocol



Henry County Schools—Administrative Services      Phone 770-957-6601  
 Ms. April Brown, Director                                      Fax 770-898-7912  
 33 N. Zack Hinton Parkway                                      Mon-Thur 8:00 a.m. to 5:00 p.m.  
 McDonough, GA 30253    Fri. 8:00 a.m. to 4:30 p.m.

### Truancy

Based on Georgia law (20-2-690.1) and State Board of Education Rule (JB), any child between the ages of 6 and 16 who during the calendar year has more than five days of unexcused absences from school will be considered truant.

### Penalties

The legal penalties and consequences for truancy include referral of parents, guardians or custodians to State Court and referral of juveniles to Juvenile Court for prosecution. Any parent, guardian, or other per-

son residing in this state who have control or charge of a child or children and who violates the Mandatory Attendance Code section of Georgia law, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence. Each day's absence from school is a violation of this provision and shall constitute a separate offense. If convicted of truancy, juveniles

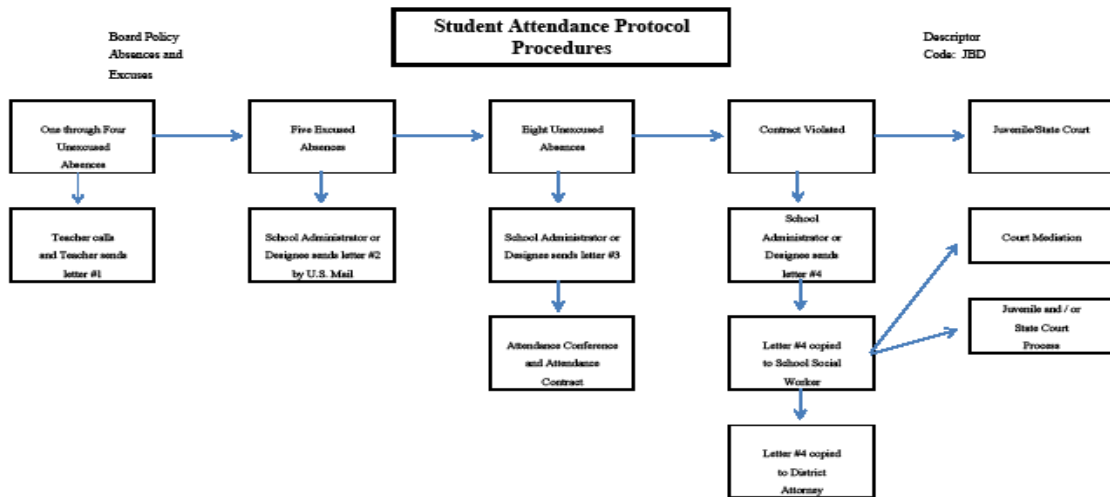
may face severe penalties under the Juvenile Code of the State of Georgia.

### Teenage and Adult Driver Responsibility Act

The TADR Act, Georgia Code Section 40-5-22 requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver's permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver's permit or license.

### Tardies and Early Checkouts

Unexcused tardies to school or unexcused early checkouts from school are detrimental to the academic success of individual students and classmates. Students should arrive at school on time and should remain for the complete school day. Acceptable excuses for tardies to school or early checkouts are the same as excused reasons for full-day absences. Excessive unexcused tardies and early checkouts will be referred to the Henry County Courts for consideration of prosecution.



Source: Mandatory School Attendance Policy

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## Henry County Health Department

Georgia Department of  
Human Resources  
Division of Public Health



McDonough Center  
135 Henry Parkway  
McDonough, GA 30253  
770-288-6136



WIC  
1-866-636-7942  
1-706-298-6080

Contact:  
County Nurse Mgr., Jill Bolton, RN  
Alternate: Annette Webber, SST

When a Board of Health pro-

fessional becomes aware of, or suspects any form of child abuse or neglect they:

- A. Report this to DFCS immediately, as mandated by law.
- B. If DFCS is closed for the day, the police are to be notified instead of waiting for the next working day.

C. Abuse victims / parents will be given priority for services when possible.

Henry County Board of Health, July 2007. Updated June 2010

More Information:

<http://health.state.ga.us/regional/henry/index.asp>

### “A Friend’s House”

#### Child Abuse Protocol Procedures:

All employees of A Friend’s House shall comply with the O.C.G.A. 19-7-5 requirement for reporting any suspected incident of child abuse and sexual exploitation to the Henry County DFCS.

All staff are trained during orientation in the following areas: CHILD ABUSE POLICIES AND PROCEDURES: Reporting requirements for suspected cases of child abuse and sexual exploitation and notifiable diseases and serious injuries.

All reports of child abuse and sexual exploitation of children in care shall also be reported immediately to the Office of Residential Child Care at the State Department of Human Services.

Failure to report the above described suspicions according to the below procedures will result in an employee’s termination and will place all legal responsibility on the employee.

1. Any employee who suspects that a child has been abused, neglected, exploited or deprived must immediately report this to the director of A Friends House.

If the director is not available, the employee should make the report to the person designated in charge at that time.

If the incident occurs after hours or on a weekend, the on-call supervisor or the director is to be called.

2. The director or designee

shall request that the employee complete an incident report and shall call the local DFCS to make the report. Document that the report was made, noting the date, time, person spoken with, and information given on a Conversation Recording Form.

3. If the individual suspected of abuse or neglect is an employee, the staff member will be given the opportunity to hear the suspicion and to write a response. The employee will be suspended during a complete investigation. A Friend’s House will cooperate with the Henry County DFCS fully during the investigation. Employees determined to have abused, neglected, exploited or deprived a child will be terminated immediately.

Updated June 2011



*“We should be-  
have to our  
friends as we  
would wish our  
friends to behave  
to us.”  
Aristotle*

“A Friend’s House”  
111 Henry Parkway  
McDonough, GA 30253

Director: Jill Holder  
Phone: 678-432-1630  
Fax: 678-432-1632  
[www.afriendshouse.org](http://www.afriendshouse.org)

# Henry County Child Abuse Protocol 2012



## Noah's Ark

712 LG- Griffin Road · Locust Grove, GA 30248-4317

Phone (770) 957-0888 · Fax (770) 957-1181 · E-Mail: [Noah@Noahs-Ark.org](mailto:Noah@Noahs-Ark.org)

Policy No. 020105.13

Effective Date: 2/01/05 Updated: 6/2011  
Noah's Ark Children's Care Homes, Inc. strictly prohibits child abuse and sexual exploitation of any child in care.

Any report of alleged child abuse and/or sexual exploitation of children in care shall be immediately reported to DFCS in the county in which the foster home is located and to the Child Care Licensing Office, Office of Regulatory Services, DHR. If there is no answer at the county DFCS office, then law enforcement (the sheriff's office) of the county in which the foster home is located would then be notified.

It is always a priority to ensure the safety of the child/children in care at all times. Once an allegation of abuse is made to a foster parent, it is the immediate responsibility of that foster parent to notify the case manager, the Director of Clinical Services, and/or the Founder/Director, whichever is more readily accessible, in that order.

If the allegation is made to the case manager, then the case manager will notify the Director of Clinical Services, and/or the Founder/Director, whichever is more readily available. The Founder/Director will then notify DFCS and ORS immediately.

If a foster parent is identified as the

alleged perpetrator, then the child will immediately be removed from that home pending the outcome of the investigation by the appropriate authorities. The foster home will not be utilized during the investigative process and the foster parent will have no contact with the child/children involved in the investigation.

If the allegation is confirmed, the foster home will be closed and legal charges will be brought depending on the magnitude of the abuse.

=====  
**There will be no toleration of abuse of any type in a program administered by Noah's Ark.**  
=====

If another child is identified as the alleged perpetrator, then the victim(s) and other children in care will be assured that the appropriate steps are being immediately taken to provide for the health and safety of all children.

The alleged perpetrator will be removed from the immediate area to a more removed, closely supervised area until the investigation is complete.

The child/children may be removed totally from the foster home. Legal charges may be brought against the perpetrator.

Depending on the findings from DFCS, ORS, and law enforcement, Noah's Ark may also conduct its own investigation after the completion of

the forgoing agencies. At that time, the focus will also be on preventing any recurrence of any such alleged incident.

Options which will be reviewed might include additional training for the foster parent if indicated, restricting placement to more specific ages of children, and placement of children with different types of needs. A complete documentation of all of the above will be included with the foster parents and child's file.

### ===== **Child Abuse Reporting Policy and Procedure** =====

First and foremost it is the policy of Noah's Ark Children's Care Home to prohibit child abuse and sexual exploitation of children in care.

Any staff member reporting alleged abuse, neglect, misconduct or exploitation of a resident is immune from civil or criminal liability as long as the report is made in good faith and without malice. If a resident is making the alleged abuse call, they have unimpeded access to call the Abuse Hotline unless they are out of control behaviorally to the point of danger to self, others, or property.

As soon as they are in control, access is granted immediately. Staff may assist with the dialing of the phone and supervision of the resident during the call.

Continued on next page

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### Noah's Ark—continued

Staff will be available to talk with the Abuse Hotline as requested. If a resident discloses an alleged abusive situation to any staff that endangers a child in the community, the abuse hotline is called immediately, and if necessary Law Enforcement is notified.

It is always a priority to ensure the safety of the resident. Noah's Ark will ensure the safety of the resident by:

- Ensuring the resident's confidentiality.
- Ensuring safety and attempting to prevent recurrence by removing the resident from any situation that is a detriment to their well being or removing any staff member who has had an allegation of abuse leveled against them until cleared by external and internal investigative process.
- Reassure the resident that he/she is safe.
- Direct residents to report any behavior that makes them feel unsafe.
- Utilize one-to-one staffing as needed.

It is the responsibility of any staff member or volunteer who has cause to believe a resident is being or has been abused, neglected or exploited to:

- Immediately notify the CEO and/or Director of Clinical Operations then as directed call the Abuse Hotline.
- If a resident wants to make the call, notify the staff immediately and then the CEO/Director of Clinical Operations.

It is the responsibility of the Childcare/ House Parent Staff to:

- Assist a resident with the dialing of the phone and supervise the resident during the phone call—making no effort to interfere with the conversation, but to ensure that the call is to the Abuse Hotline/DFCS/ Law Enforcement.
- Notify the CEO/Director of Clinical Operations and;

- Complete a Critical Incident Report as soon as possible.

It is the responsibility of the CEO and/or the Director of Clinical Operations to:

- Immediately respond to the allegation and notify the abuse hotline and/or the proper law enforcement agency if they have not already been notified. Also immediate notification of child care licensing.
- Order an internal investigation when appropriate.
- Proceed with internal investigation only at law enforcement direction.
- Notify Henry County DFCS and custody holder of the child.
- Notify any staff or volunteer of the alleged abuse if against them.
- Immediately suspend any staff without pay or volunteer for the duration of the investigation for the safety of the child. If appropriate the CEO only can assign the staff/volunteer to non-child duties in non-child areas. The provisions for evaluation of the decisions are: type and severity of allegation, available duties for which the individual qualifies, prior or similar allegations/history, credibility of the employee, etc.
- Ensure that all investigations are complete and accurate, including but not limited to interviews, physical evidence, review of records and relevant documents, etc.
- Takes appropriate corrective action related to the outcome of the investigations.
- Ensure that the Abuse Hotline number is posted throughout the program.
- Ensure that the resident and staff are made aware of this policy at the time of orientation to the program with annual training for all staff.
- Ensure annual review of this procedure with revision as needed.

- Ensure that all necessary notifications are made, including state agencies (including Child Care Licensing Section of the department), local agencies, parent/guardians, and the referring agency administrative personnel.

- Handle any media inquiries in conjunction with the referring agency administrative personnel.
- Utilize the findings of the investigations and any tracking and trending of incidents for Quality Improvement initiatives as appropriate including, but not limited to training, policy and procedure revisions, corrective action and supervision.

It is the responsibility of the Director of Clinical Operations to:

- Follow the procedures as outlined.
- Maintain confidentiality and objectivity related to the investigation process.
- Ensure that any internal investigation does not interfere with the investigation of outside entities.
- Provide a copy of this procedure to all new employees and
- Have a new employee sign that they understand the abuse reporting requirements.

Safety of the Staff and the Community—It is the responsibility of the CEO/Designee to:

- Follow "Duty to Warn" protocols related to a threat or perceived threat against any staff member at the program or person in the community.
- Notify law enforcement and the referring agency of any runaways to ensure community safety.
- Remove staff against which threats or actual aggressions have been made to another post assignment until the threat/incident can be investigated and processed and the situation is deemed safe.

# Henry County Child Abuse Protocol 2012



**“Haven House”**  
P.O. Box 1150  
McDonough, GA 30253  
Phone: 770-954-1008  
Hotline: 770-954-9229

**Director:**  
**Marjorie Lacy**

[www.henryhavenhouse.org](http://www.henryhavenhouse.org)

## Haven House, “because a home has no room for abuse”.

When a staff member becomes aware of or has suspicion of child abuse or neglect, that staff person will make a referral by telephone to DFCS 678-583-3333 to file a report as mandated by law.

Following a report of Child Abuse/ Neglect to DFCS, a written report of the action will be given to the Executive Director, Marjorie Lacy,

Due to confidentiality, interviews by the DFCS Investigator or Ongoing case worker with a resident of Haven House will take place at the Haven House Administrative Office. Haven House staff will cooperate fully and assist the client in receiving DFCS services.

The Haven House case worker will request a copy of the DFCS case plan as soon as it becomes available. If a Child Protection Service case is open, a case worker at Haven House will follow up and assist our client in complying with the DFCS case plan.

Should the case be safety resourced or diverted, Haven House may take appropriate action/follow up with our client based on court orders or written explanations from DFCS.

Should the case be safety resourced or diverted, DFCS staff will forward copies of court orders or a written explanation to Haven House so we may take appropriate action/follow up with our client.

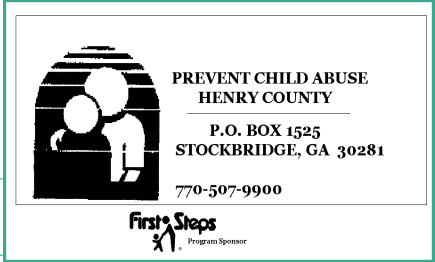
This protocol will also be followed if a client enters the Haven House with an open DFCS case.

Marjorie Lacy, Executive Director:  
770-954-1008

\*Haven House Policies and Procedures-June 2011.



# Volume 6, Issue 1



## Prevent Child Abuse Henry County

*PCAHC is a citizen-based organization dedicated to preventing child abuse and neglect in all forms.*

### Seven Operating Strategies

- **Supporting Parents**—We provide support for parents and help them to learn parenting skills through our flagship program, “First Steps.”
- **Educating and Supporting Children**—PCAHC has sponsored a variety of local workshops including “Good Touch/Bad Touch” to educate children as to what constitutes abuse.
- **Developing a strong statewide prevention network.** The State of Georgia has five regional offices and about 50 locally chartered councils that work together to grow, educate, and share information.
- **Advocating for child protection**—PCAHC participates annually in advocacy efforts at the Georgia Capitol to lobby for child endan-

*germent legislation. 2004 the Georgia Legislature passed the Child Endangerment Act and more help is needed to advocate for additional protective measures.*

- **Training professionals** -PCAHC offers workshops such as “Child Abuse 101,” designed to help other professionals to recognize the signs of child abuse.
- **Public Awareness**—This is conducted through a series of events throughout the year to wake up our community to the fact that last year there were 2,086 reported cases of child abuse or neglect reported in Henry County.
- **Evaluation**—We evaluate ourselves based on an annual Service Plan that measures our accomplishments in terms of our Goals

The **First Steps Program** provides new parents with emotional support, parenting education and referrals to community services.

Beginning in a hospital or clinic set-

ting, trained service providers offer these services for a minimum of three months.

**First Steps** services include:

- Initial face-to-face visits
- “Our Baby’s First Year Calendar” for growth and development milestones
- Follow up telephone contact
- A community resource guide
- Parenting information focusing on a variety of topics, including post-partum care, brain development, Shaken Baby Syndrome, fatherhood, and SIDS.

Source: PCAHC 2006



## PCAHC Reporting Protocol

Policy and procedures for any type of suspected child abuse:

The volunteer will inform the First Steps Coordinator immediately if there is direct knowledge or a concern regarding possible abuse or neglect in a family with whom they are working.

The First Steps Coordinator will report the information to the appropriate Department of Family and Children’s Services office.

If the First Steps Coordinator is not available, the volunteer should contact the appropriate Department of Family and Children’s Services office immediately.

If the Department of Family and Chil-

dren’s Services is closed, the appropriate police department should be notified immediately.

First Steps will continue to work with the family involved and make follow-up contacts offering supportive services.

Source: Robin Jones, PCAHC 6/2011

# Henry County Child Abuse Protocol 2012

## Protocol Committee Governing Legislation

O.C.G.A. 19-15-2

**Child abuse protocol committee; written child abuse protocol; training of members; written sexual abuse and exploitation protocol.**

(a) Each county shall be required to establish a child abuse protocol as provided in this Code section.

(b) The chief superior court judge of the circuit in which the county is located shall establish a child abuse protocol committee as provided in subsection (c) of this Code section and shall appoint an interim chairperson who shall preside over the first meeting, and the chief superior court judge shall appoint persons to fill any vacancies on the committee.

Thus established, the committee shall thereafter elect a chairperson from its membership.

(c)(1) Each of the following agencies of the county shall designate a representative to serve on the committee

- A. The office of the Sheriff;**
- B. The County Department of Family and Children Services;**
- C. The office of the District Attorney;**
- D. The Juvenile Court;**
- E. The Magistrate Court;**
- F. The County Board of Education;**
- G. County Mental Health Organization;**
- H. The office of the Chief of Police in counties which have a county police department.**
- I. The office of the Chief of Police of the largest municipality in the**

county;

- J. The County Board of Health, which shall designate a physician to serve on the committee; and**
- K. The office of the coroner or county medical examiner.**

(2) In addition to the representatives serving on the committee as provided for in paragraph (1) of this subsection, the chief superior court judge shall designate a representative from a local citizen or advocacy group which focuses on child abuse awareness and prevention.

(3) If any designated agency fails to carry out its duties relating to participation on the committee, the chief superior court judge of the circuit may issue an order requiring the participation of such agency.

Failure to comply with such order shall be cause for punishment as for contempt of court.

(d) Each protocol committee shall elect or appoint a chairperson who shall be responsible for ensuring that written protocol procedures are followed by all agencies.

That person can be independent of agencies listed in paragraph (1) of subsection (c) of this Code section.

The child abuse protocol committee thus established may appoint such additional members as necessary and proper to accomplish the purposes of the protocol committee.

(e) The protocol committee shall adopt a written child abuse protocol which shall be filed with the Division of Family and Children Services of the Department of Human Resources and the Georgia Fatality Review

Panel, a copy of which shall be furnished to each agency in the county handling the cases of abused children.

The protocol shall be a written document outlining in detail the procedures to be used in investigating and prosecuting cases arising from alleged child abuse and the methods to be used in coordinating treatment programs for the perpetrator, the family, and the child.

The protocol shall also outline the procedures to be used when child abuse occurs in a household where there is violence between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household.

The protocol adopted shall not be inconsistent with the policies and procedures of the Division of Family and Children Services of the Department of Human Resources.

(f) The purpose of the protocol shall be to ensure coordination and cooperation between all agencies involved in a child abuse case so as to increase the efficiency of all agencies handling such cases, to minimize the stress created for the allegedly abused child by the legal and investigatory process, and to ensure that more effective treatment is provided for the perpetrator, the family, and the child, including counseling.

(g) Upon completion of the writing of the child abuse protocol, the protocol committee shall continue in existence and shall meet at least semiannually for the purpose of evaluating the effectiveness of the protocol and appropriately modifying and updating the same.

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### Protocol Committee Governing Legislation (continued)

(h) Each protocol committee shall adopt or amend its written child abuse protocol no later than July 1, 2001, to specify the circumstances under which law enforcement officers will and will not be required to accompany child abuse investigators from the county Department of Family and Children Services when these investigators investigate reports of child abuse.

In determining when law enforcement officers shall and shall not accompany child abuse investigators, the protocol committee shall consider the need to protect the alleged victim and the need to preserve the confidentiality of the report.

Each protocol committee shall establish joint work efforts between the law enforcement and child abuse investigative agencies in child abuse investigations.

The adoption or amendment of the protocol shall also describe measures which can be taken within the county to prevent child abuse and shall be filed with and furnished to the same entities with or to which an original protocol is required to be filed or furnished.

The protocol will be further amended to specify procedures to be adopted by the protocol committee to ensure that written protocol procedures are followed.

(i) The protocol committee shall issue a report no later than the first day of July in 2001 and no later than the first day of July each year thereafter.

That report shall evaluate the extent to which child abuse investigations during the 12 months prior to the report have complied with the child abuse protocols of the protocol committee, recommend measures to improve compliance, and describe which measures taken within the county to prevent child abuse have been successful.

The report shall be transmitted to the county governing authority, the fall term grand jury of the judicial circuit, the Georgia Fatality Review Panel, and the chief superior court judge.

(j) By July 1, 2001, members of each protocol committee shall receive appropriate training.

As new members are appointed, they will also receive training within 12 months after their appointment.

The Department of Human Resources shall provide such training.

(k) The protocol committee shall adopt a written sexual abuse and exploitation protocol which shall be filed with the Division of Family and Children Services of the Department of Human Resources and the Office of the Child Advocate for the Protection of Children, a copy of which shall be furnished to each agency in the county handling the cases of sexually abused or exploited children.

The protocol shall be a written document outlining the procedures to be used in investigating and prosecuting cases arising from alleged child sexual abuse and exploitation and the procedures to be followed concerning the obtainment of and payment for sexual assault examinations.

Each protocol committee shall adopt or amend its written sexual abuse and exploitation protocol no later than December 31, 2001.

The protocol may incorporate existing sexual abuse and exploitation protocols used within the county.

The protocol adopted shall be consistent with the policies and procedures of the

Division of Family and Children Services of the Department of Human Resources.

A failure by an agency to follow the protocol shall not constitute an affirmative or other defense to prosecution of a sexual abuse or exploitation offense, nor shall a failure by an agency to follow the protocol give rise to a civil cause of action.

(Code 1981, § 19-1-1, enacted by Ga. L. 1987, p. 1065, § 1; Ga. L. 1988, p. 474, § 1; Code 1981, § 19-1-2, as redesignated by Ga. L. 1990, p. 1785, § 1; Code 1981, § 19-15-2, as redesignated by Ga. L. 1991, p. 94, § 19; Ga. L. 1998, p. 609, § 1; Ga. L. 1999, p. 81, § 19; Ga. L. 2001, p. 1158, § 1; Ga. L. 2003, p. 395, § 5; Ga. L. 2004, p. 466, § 4.)



## What Should I Do If I Suspect a Child Is Being Abused or Neglected?

The best way to help abused children is to prevent abuse from happening. But whenever abuse is suspected, reporting it is essential, and in many cases, it's the law. A report is not an accusation; it's merely a request for an investigation and possible help for the family.

To make a child abuse report, call your Henry County Department of Family and Children Services (DFCS) 678-583-3333. If you believe a child is in immediate danger, call the police. Remember, your identity and all information you provide are strictly confidential.

### Prevention Is...

- Responding to child maltreatment as we do other public health awareness campaigns to prevent child abuse and neglect.
- An effective method for reducing the need for intervention and treatment.
- Educating and supporting families during pregnancy or at birth and building on that foundation to create nurturing environments for children.
- Increasing parent's knowledge of child development and improving parent's abilities to manage a home and a child with referrals and voluntary in-home visitation services.
- Strong public awareness campaigns that place the responsibility for protecting children on adults.
- Assuring all children at each grade level are taught appropriate anger and stress management skills,

impulse control, and problem solving skills.

- Assuring that every parent, adult, or child has someone to listen to their concerns and link them to appropriate community resources.

### Prevention Is Not...

- Reporting abuse.
- Hiring more Child Protective Services workers to investigate abuse after it occurs.
- Building more advocacy centers and shelters.
- Developing more out-of-home placements.
- Stricter laws for punishing the abusers.
- More mental health care for traumatized children

## Five Ways to Stop Child Abuse in a Public Place

Start a conversation with the adult to direct attention away from the child, "Oh, she has your eyes," or "My little one gets like that also..."

Divert the child's attention (if misbehaving) by talking to the child.

Look for an opportunity to praise the parent or the child.

If the child is in danger, offer assistance.

Avoid negative remarks or looks, which are likely to increase the parent's anger and could make matters worse.

# Henry County Child Abuse Protocol 2012

## Monitoring the Protocol

It is important that all mandated agencies involved in services to children who are alleged to be abused and the families of these children, follow this protocol.

The protocol has been established so that appropriate, sensitive, needed services are provided in the best possible way.

Traditionally, Henry County has had excellent cooperation and participation in the Protocol and Child Fatality Review

Subcommittee.

It is anticipated that this cooperation will continue.

If any agency fails to follow Protocol, every member of the Protocol Committee is in charge of reporting the non-compliance to the Protocol chairperson.

If the chairperson deems this non-compliance to be chronic, or critical to a case, the following may occur:

1. A letter will be written to the Director or agency head of the agency in question.
2. If the agency continues not to follow protocol, the protocol chairperson will call a meeting requesting the presence of the Director of the agency head and any other staff members of that agency who are appropriate to attend.  
The protocol chairperson will also include other pro-

col members as appropriate in this meeting.

3. If this meeting fails to produce adherence to the protocol, the protocol chair may request of the Child Superior Court Judge, a subpoena to obtain cooperation of the Director or agency head in question.

Child Abuse Protocol, July 2011

## Quality Assurance

The Henry County Child Abuse Protocol Quality Assurance Subcommittee shall be responsible for the development, periodic revision and implementation of a Quality Assurance Plan.

The purpose of the quality assurance plan is to track and evaluate the interaction of Protocol Committee members and agencies in accordance with the procedures defined within this protocol.

Pursuant to Georgia Code 19-15-2 (h) the subcommittee shall meet to perform, but are not limited to, the following:

- Evaluate the extent to which the child abuse investigations comply with the child abuse pro-

ocols of the committee at intervals established by the committee;

- Assess the effectiveness of the protocol as related to real life situations;
- Recommend to participating agencies modifications in internal procedures that would enhance the goals established by the protocol;
- Prepare a written report no later than the first day of July specifying:
  - ◊ Number of reports received by the protocol chairperson from the medical examiner or their representative pursuant to 19-15-3 (a) for the 12-month period

prior to the issuance of the report.

- ◊ The numbers of reports of death investigations prepared by the subcommittee during such periods and;
- ◊ Findings and recommendations from the first three steps.
- Submit this report to the county governing authority, the fall term grand jury of the judicial circuit, the Statewide Child Abuse Prevention Panel and the Chief Superior Court Judge.
- Educate legislators & other officials on related legislation that would impact goals established by this protocol.

The Quality Assurance Plan developed by the Subcommittee of the Henry County Child Abuse Protocol Committee should in no way be misconstrued as a tool to monitor any individual agencies internal policies and procedures.

Quality Assurance assessment will take place in regular intervals as indicated in the plan and will be conducted by the Quality Assurance Subcommittee.

Child Abuse Protocol, July 2011



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### Local Counseling Resources

#### **Child Abuse Intake Report Line**

Henry County Department of Family  
125 Henry Parkway  
McDonough, GA 30253  
678-583-3333

#### **Clayton Center Behavioral Health Services**

1800 State Road  
Conley, GA 30260  
404-366-1529

#### **Clayton State University Counseling & Psychological Services**

2000 Clayton State Blvd.  
Room 245, Student Center  
Morrow, GA 30260  
678-466-5406

#### **Crime Victims Advocacy Council**

3101 Paces Mill Road, NW  
Atlanta, GA 30220  
770-333-9254

#### **Domestic Violence Crisis Line**

1-800-334-2836  
770-954-9229

#### **Haven House (Henry County)**

P.O. Box 1150  
McDonough, GA 30253  
770-954-1008

#### **First Call for Help 211**

One Number—One Way for Find or Give Help  
100 Edgewood Avenue, NE  
Atlanta, GA 30303  
404-614-1000  
404-614-1048 Hearing Impaired

#### **Georgia Crisis and Access Line**

1-800-715-4225

#### **Grace Counseling Center**

220 East Lanier Street, Suite 7  
Fayetteville, GA 30214

#### **Grady Rape Crisis Center**

80 Jesse Hills Jr Drive, SE  
Atlanta, GA 30335  
404-616-4861

#### **Henry County Counseling Center**

139 Henry Parkway  
McDonough, GA 30253  
770-898-7400

#### **Henry County Developmentally Disabled Services**

672 Industrial Blvd.  
McDonough, GA 30253  
770-358-8345

#### **McIntosh Trail Care Connection Community Service Board**

1501-A Kalamazoo Drive  
Griffin, GA 30223  
770-358-5252

#### **Partnership Against Domestic Violence**

1475 Peachtree Street, NE  
Atlanta, GA 30317  
404-873-1766—Fulton Crisis Line  
770-963-9769—Gwinnett Crisis Line

#### **Person to Person Consulting**

206 Hampton Street  
McDonough, GA 30253  
770-898-1155

#### **CRISIS INTERVENTION CRISIS HOTLINE**

#### **Child Abuse Intake Report Line**

678-583-3333

#### **Crime Victims Advocacy Council**

3101 Paces Mill Road NW  
Atlanta, GA 30339  
770-333-9254  
770-384-0300 fax  
[www.gbgm\\_umc.org/cvac](http://www.gbgm_umc.org/cvac)

#### **Domestic Violence Crisis Line**

1-800-334-2836 (24 hour)  
770-954-9229 (24 hour)

#### **Georgia Crisis and Access Line**

1-800-715-4225 (24 hour)  
[www.mycal.com](http://www.mycal.com)



**Henry County Child Abuse Task Force**

**Connecting Henry, Inc.**  
333 Phillips Drive, Ste D  
McDonough, GA 30253

**Phone: 770-288-6230**  
**Fax: 770-288-6234**  
**connectinghenry@co.henry.ga.us**

**Terminology & Acronyms**

- BOC**—Board of Commissioners
- BOE**—Board of Education
- ADA**—Assistant District Attorney
- C&A**—Child & Adolescent
- DD** – Developmental Disabilities
- DFCS**—Department of Family & Children Services
- DHR**—Department of Human Resources
- DJJ**—Department of Juvenile Justice
- EBD**—Emotional and Behavioral Disorders
- ESOL**—English for Speakers of Other Languages
- FASD**—Fetal Alcohol Spectrum Disorder
- GAL**—Guardian Ad Litem
- HIPAA**—Health Insurance Portability and Accountability Act
- IEP**—Individual Educational Plan
- MDT**—Multidisciplinary Team
- MLD**—Mild Learning Disability
- NOS**—No other symptoms
- RYDC**—Regional Youth Detention Center
- SIDS**—Sudden Infant Death Syndrome
- SSI**—Supplemental Security Income
- STD**— Sexually Transmitted Disease
- TANF**—Temporary Assistance to Needy Families
- TPO**—Temporary Protective Order
- TPR**—Termination of Parental Rights

**Safe Kids Worldwide**  
[www.safekids.org](http://www.safekids.org)

**Children's' Advocacy Centers of Georgia**  
[www.cacga.org](http://www.cacga.org)



**The Immigrant Child Advocacy Center**  
[www.immigrantchildadvocacy.org](http://www.immigrantchildadvocacy.org)

**Child Protection Center**  
[www.choa.org](http://www.choa.org)

**Harmony House**  
[www.HarmonyHousecac.org](http://www.HarmonyHousecac.org)

**Georgia Child Welfare and Adoption**  
[www.childwelfare.com/georgia](http://www.childwelfare.com/georgia)

The Child Abuse Protocol Committee meets annually in the Grand Jury Room in the Henry County Courthouse, One Courthouse Square in McDonough. The meetings are held prior to the Child Fatality Review Committee. Questions or comments on the Protocol may be directed to Connecting Henry at 770-288-6230 or by email to [connectinghenry@co.henry.ga.us](mailto:connectinghenry@co.henry.ga.us)

**Federal Child Abuse Legislation**

**The Child Abuse Prevention and Treatment Act of 1974 (Amended in 1996)**

**The Indian Child Welfare Act of 1978**

**The Adoption Assistance and Child Welfare Act of 1980**

**The Multi-Ethnic Placement Act of 1994**

**The Adoption and Safe Families Act of 1997**

**The Foster Care Independence Act of 1999**