



## **Mandatory Abuse/Neglect Reporting Policy**

Reporting of abuse/neglect of minors and/or vulnerable adults is the duty and responsibility of each and every member of the Lynn University community. Lynn University and members of the Lynn community are responsible for collecting data on known or suspected instances of abuse/neglect of minors and/or vulnerable adults and reporting this information to Florida's Department of Children and Families (DCF).

Abuse/neglect is defined as:

- Physical injuries caused by other than accidental means;
- Mental injury;
- Sexual abuse;
- Sexual exploitation;
- Negligent treatment of maltreatment (neglect); and
- Substantial risk of harm to the health or welfare.

A minor is defined as any unmarried person under the age of 18 years who has not been emancipated by order of the court.

A vulnerable adult is defined as a person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging.

Reporting known or suspected instances of abuse/neglect is time sensitive and must be done immediately. If you have been made aware of or have witnessed an instance of abuse/neglect of minors and/or vulnerable adults, you must contact DCF directly by:

- Phone: 1-800-96-ABUSE (1-800-962-2873)
- Fax: 1-800-914-0004
- Web: <http://www.dcf.state.fl.us/programs/abuse/report.shtml>

Upon filing a report, DCF will provide you with a confirmation number. This number should be recorded and provided to your direct supervisor or to the Director of Employee Services. Employees must notify their respective supervisor or the Director of Employee Services that a report has been filed as soon as practicable.

When filing a report, DCF may ask for the following information:

- Name, date of birth (or approximate age), race, gender and relationship for person(s) involved.
- Location and/or directions to the person(s) being reported.
- Information about disabilities and/or limitations of the victims.

The University's non-retaliation policy applies to any employee who has come forward to report abuse/neglect. Lynn University takes matters of abuse/neglect of minors and/or vulnerable adults very seriously. Failure to comply with the policy may result in disciplinary action, up to, and including, termination of employment. Additionally, failure to report instances of abuse/neglect of minors or vulnerable adults is considered a third degree felony and may result in criminal prosecution.



RECEIPT OF MANDATORY ABUSE/NEGLECT REPORTING POLICY AND ACKNOWLEDGMENT OF UNDERSTANDING

I acknowledge that I have received and read a copy of Lynn University's Mandatory Abuse/Neglect Reporting policy. I agree to read it thoroughly and abide by the policy requirements. I agree that if there is any provision of the policy that I do not understand, I will seek clarification from Employee Services.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_