

Collaborating with the Family Advocacy Programs

Make an appointment with your installation’s Family Advocacy Program Manager. Sit down together and discuss the ways you can and should collaborate in your efforts to protect children and strengthen families. Use this sheet as a guide to begin the conversation.

As a manager of a child development or school-age program, it is your job to work with FAP to develop standard operating procedures that relate to preventing child abuse and neglect in your programs. If standard operating procedures are already in place, you should work together to review the procedures and make sure they are current.

With your installation’s FAPM, work through each of the topics below. Develop or review your reporting procedures:

Staff should report suspicions to:

Name	
Telephone Number	
Address (if applicable)	

Staff should be prepared to provide the following information:

- Child’s first and last name
- Parent or guardian’s name and address
- Reasons for suspected abuse or neglect
- Description and location of injuries (if applicable)
- Information freely disclosed by victim
- Current location of victim
- Known information regarding incident or chronology of events
- Other?

Staff must follow these additional DoD, service, installation, state, or local reporting procedures:

At what point should I (the manager) be notified and by whom?

In some cases, I must report incidents up the chain of command. What additional reporting or notification requirements exist for:

Allegations of child sexual abuse in the program:

Allegations of other types of child abuse or neglect in the program:

Violations of Guidance/Discipline or Touch policies:

Injuries or deaths in the program: