

## After the Report: Reflecting on Next Steps

As a manager, your responsibilities continue long after a report of suspected child abuse or neglect has been made. Talk with FAP and your Headquarters staff to ensure you know the expectations. Consider the following:

- Access to administrative files and records: are your systems organized in a way that you can quickly give access to investigators?
- Access to personnel for interviews: do you have a plan for adjusting staffing, so individuals can be interviewed?
- Record of contacts with FAP or CPS: do you have a system for recording contacts with FAP or CPS?
- Background check documentation: can you confirm that all staff members have up-to-date background check clearance?
- Access to program materials: can you provide access to photos or footage from CCTV?

***Remember, the steps listed above are things you should be thinking about all the time—not just when there has been an allegation of child abuse or neglect. For example, background check information should always be assessed and a tickler system should be in place to remind you of when certain items are due.***

Next think about who needs notified when a report has been made. Contact FAP on your installation or higher Headquarters about guidance. Complete the following table for your program.

### Notification Procedures:

What needs submitted?	Who needs notified?	How should they be notified (email, phone, writing)?	By when?
Critical Event Form or Serious Incident Report Form	NAEYC/COA		Within 72 hours
Notification of actual or anticipated media coverage			

<b>What needs submitted?</b>	<b>Who needs notified?</b>	<b>How should they be notified (email, phone, writing)?</b>	<b>By when?</b>

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