

Department of Social Health Services

Child Protective Protocol

1. Caseworker must present official identification to verify their status at the Department of Social Health Services
2. Sign in at with the front office of the school involved and sign out before they leave the school.
3. When a child is brought to a private office, in front of the caseworker, the child is asked if they want a school counselor, principal, or office staff present at the interview with the caseworker
4. If the student requests a staff member be present, the counselor will attend the interview. If the counselor is not available, the principal, vice-principal, or office staff will attend with the student.
5. If interpreter services are needed, it is the responsibility of the CPS caseworker to provide a certified interpreter. **(Note: At no time will a school employee provide interpreter services for a CPS child interview).**
6. The principal/vice principal will be notified of all CPS contacts within the school.

January 25, 2019