

Mandated Training and Reporting Requirements for VDOE Improvement Subgrantees

The following guidance is to be disseminated annually by the Virginia Department of Education to any subcontracted or subgrantee party that completes themselves, or subcontracts out, services within Virginia's early childhood care and education settings. All subgrantees should review the requirements below, and take measures necessary to comply with the expectations.

1) Annually Review Guidance for Recognizing and Reporting Child Abuse and Neglect

Subcontracted and subrecipient partners of the Division of Early Childhood Care and Education that have staff/contractors that work within early childhood settings must receive a [VDSS Guide For Mandated Reporters In Recognizing And Reporting Child Abuse And Neglect](#). Lead agency staff should review this information with staff/contractors at least once a year.

2) Complete Mandated Reporter Training

Staff/contractors who work in early childhood classrooms are required to go through the *Recognizing and Reporting Child Abuse and Neglect* Mandated Reporter Training through the [Virginia Department of Social Services - Child Protective Services](#). Initial certification should be kept on file by the lead agency. It is recommended that this training be completed every two years.

In the unusual circumstance where any suspected abuse or neglect is observed, or where other concerning behaviors are observed, subcontracted/subgrantee partners must take the following action steps.

Mandated Reporting for Suspected Child Abuse

In the unusual circumstance of any suspected abuse or neglect observed while working in an early childhood classroom, the staff member/contractor must report the observed behaviors as mandated by law.

- In this case, the staff member/contractor should stop their work and immediately report the instance to the site administrator and the Virginia Child Abuse and Neglect Hotline. Before leaving the site, the staff member/contractor should notify the lead agency and/or supervisor.
- In the case of clear and imminent danger, the staff member/contractor may step in to protect the child(ren).
- Suspected abuse and neglect must be reported through one of the below required channels:
 - o Virginia Child Abuse and Neglect Hotline: 1-800-552-7096;
 - o Local Department of Social Service Office ([click here for a map and contact information for local offices](#)); or
 - o File report online via the Mandated Report Portal at <https://vacps.dss.virginia.gov/VACPSWeb/faces/landingPage.xhtml>.

- After reporting the suspected child abuse through one of the above mandated reporter channels, the staff member/contractor must also:
 - o Report the suspected child abuse to the Virginia Department of Education by filing a complaint with the Office of Child Care Health and Safety.
 - [Detailed instructions for 'Filing A Complaint' can be found HERE on the ChildCareVA.com website](#)
 - o The lead agency must also notify their VDOE contract program manager in writing that a complaint has been placed within 3 business days.

Reporting Concerns Not Constituting Suspected Child Abuse or Neglect

If a staff member/contractor believes that the health and safety of children are at risk or observes other concerning behaviors, they must report those concerns to the Virginia Department of Education.

- To report other concerns related to health and safety within early childhood facilities:
 - o Report the concerns to the Virginia Department of Education by filing a complaint with the Office of Child Care Health and Safety.
 - [Detailed instructions for 'Filing A Complaint' can be found HERE on the ChildCareVA.com website –](#)
 - o The VDOE contract program manager should also be notified in writing within 3 business days that a complaint has been placed.

Questions about the VDOE Mandated Reporting Requirements should be sent to vqb5@doe.virginia.gov.