



The following forms are additional information for your records for you to review. These forms do not need to be returned.

*Reporting Child Abuse Pamphlet

*Legal Liability Protection for School Employees Pamphlet

*Email Communication

For additional information on these areas, please visit the following links:

[*Salary Information & Payroll Dates](#)

[*Employee Calendars](#)

Legal Liability Protection for Public School Employees

You and your public school have broad liability coverage through the State Risk Management Fund, hereinafter the “Fund.”

Lawsuits are defended by the Litigation Division of the Utah Attorney General’s Office.

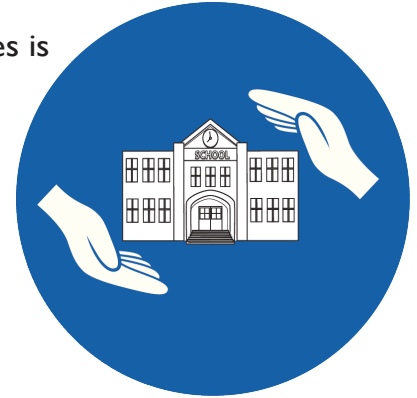
FUND COVERAGE SUMMARY

You have coverage through the Fund if a civil claim or a civil lawsuit for damages is brought against you for acts or omissions occurring:

- during the performance of your duties,
- within the scope of your employment, or
- under color of authority.

You may have the following rights under the Governmental Immunity Act of Utah:

- to have any lawsuit defended by an attorney at no cost to you, and
- to have any settlement or judgment paid on your behalf.



SECURING COVERAGE

To secure these rights you must:

- Immediately notify your school of any claim or lawsuit;
- Immediately forward to your school all legal documents served on you;
- Make a written request to your school for defense and indemnification within ten days after service of a lawsuit; and
- Cooperate in the subsequent investigation and defense, including making an offer of judgment if requested.

WHAT IS NOT COVERED?

Your rights to defense and payment of claims or judgments do not cover acts or omissions involving:

- Fraud;
- Willful misconduct;
- Impairment due to your use of alcohol or drugs; or
- False testimony under oath.



Criminal Defense Protection

The Fund does NOT provide an attorney or pay for attorneys’ fees incurred in defending a criminal case; nor does it cover or pay for any fines, fees, or any other costs assessed in a criminal case.

However, as a public-school employee, you may have the right under Utah Code 52-6 to recover reasonable attorneys’ fees and court costs from your employing school if the indictment or information is quashed, dismissed or results in an acquittal, unless it is quashed or dismissed on motion of the prosecuting attorney. This statute applies if the criminal charges are filed against you for acts or omissions occurring during the performance of your duties, within the scope of your employment, or under color of authority,



Additional Insurance Options

Civil Liability Coverages

Civil coverage not provided by Governmental Immunity Act of Utah or the Fund

Criminal Defense Coverages

State Risk Fund	Coverage for employees is generally consistent with the Utah Governmental Immunity Act and the statutory limitations of liability. Primary coverage includes General Liability; Auto Liability; Employment Practices Liability; Errors & Omissions; Directors & Officers; and Faithful Performance, generally with limits of \$10 Million per occurrence.	N/A	No criminal defense coverage.
UEA	Coverage limits: \$1 million per occurrence in damages awarded, \$3 million per occurrence aggregate, \$3 million per member per occurrence for legal defense, except civil rights; \$300,000 per occurrence of civil right claims inclusive of defense costs. Coverage is excess of any statutory protection, such as your Governmental Immunity Act coverage with the Fund.	Bail bond premiums, up to \$1,000 per bond covered; Personal property damage caused by assault up to \$500 covered; Licensure or credential hearing defense until reasonable disposition of case is reached.	\$35,000 per employment related criminal proceeding if exonerated from all charges, if charges are withdrawn or dismissed or if case is the result of corporal punishment. Up to \$5,000 in defense of criminal charges within the scope of employment, determined on a case-by-case basis. Coverage is excess of any statutory protection, such as Utah Code 52-6.
AFT	Coverage limits are \$1 million per member and \$2 million aggregate, except \$250,000 per member per year for denial of constitutional rights. Coverage is excess of any statutory protection, such as your Governmental Immunity Act coverage with the Fund.	Bond premium available if required for the defense of a suit; Personal property damage caused by assault up to \$250 covered; \$10,000 assault death benefit covered; \$5,000 defense costs in licensure or credential hearing covered.	\$35,000 per member per year for school related criminal charges if completely exonerated or if case results from corporal punishment. Coverage is excess of any statutory protection, such as Utah Code 52-6.
AAE	Coverage limits are \$2 million per occurrence per claim. Coverage applies to legal actions arising out of duties as an employee of education entity.	Bail bond premiums, up to \$1,000 per bond covered. Guaranteed access to attorney if job is threatened with termination, demotion, suspension, transfer, or other disciplinary action. \$35,000 in attorney's fees for injunctive relief (threat to license).	\$50,000 per school related criminal proceeding if exonerated from charges. \$10,000 per member per claim in legal coverage for corporal punishment. Coverage is excess of any statutory protection, such as Utah Code 52-6.

For additional information about your rights please see the following:
 The Utah Governmental Immunity Act, Utah Code 63G-7; Reimbursement of Criminal Defense Costs, Utah Code 52-6; Your Risk Manager or Business Official; or
 The Utah State Division of Risk Management
 4315 S 2700 W
 Salt Lake City, Utah 84129
 (801) 957-7170

*The information provided here is a general description and comparison of coverages. For a detailed explanation of coverages, you may refer to the statutes cited above.

Supporting a Child

Children need reassurance that they are worthwhile and have done nothing wrong. It is important for educators to provide the following for a child who has disclosed abuse or neglect:

Security

The child needs to know that she/he can trust you and that her/his disclosure will not be made public. She/he needs to know that you will remain supportive.

Structure

The child needs routine. This provides for a sense of security and may be the only structure provided in his/her life. After the child is more confident, she/he will need less direction from you.

Consistency and Predictability

The child needs to know, in advance, that you have expectations of her/him and what these expectations are. Be consistent in your relationship with her/him.

Identity

A child who has been abused will usually suffer from poor self-image. Share positive feedback and praise with the child to help develop a positive self-image.

Sense of Belonging

The child will often lack confidence and pull away from her/his peers. Help her/him become part of the group. Praise and encourage group involvement.

Approval

Child needs the security of approval. Look for opportunities to exhibit this by smiling, encouraging, praising, and recognizing him/her.



2955 HARRISON BLVD. # 104
OGDEN, UTAH 84403
(801)393-3366

331 SOUTH RIO GRANDE #307
SALT LAKE CITY, UTAH 84101
(801)532-3404

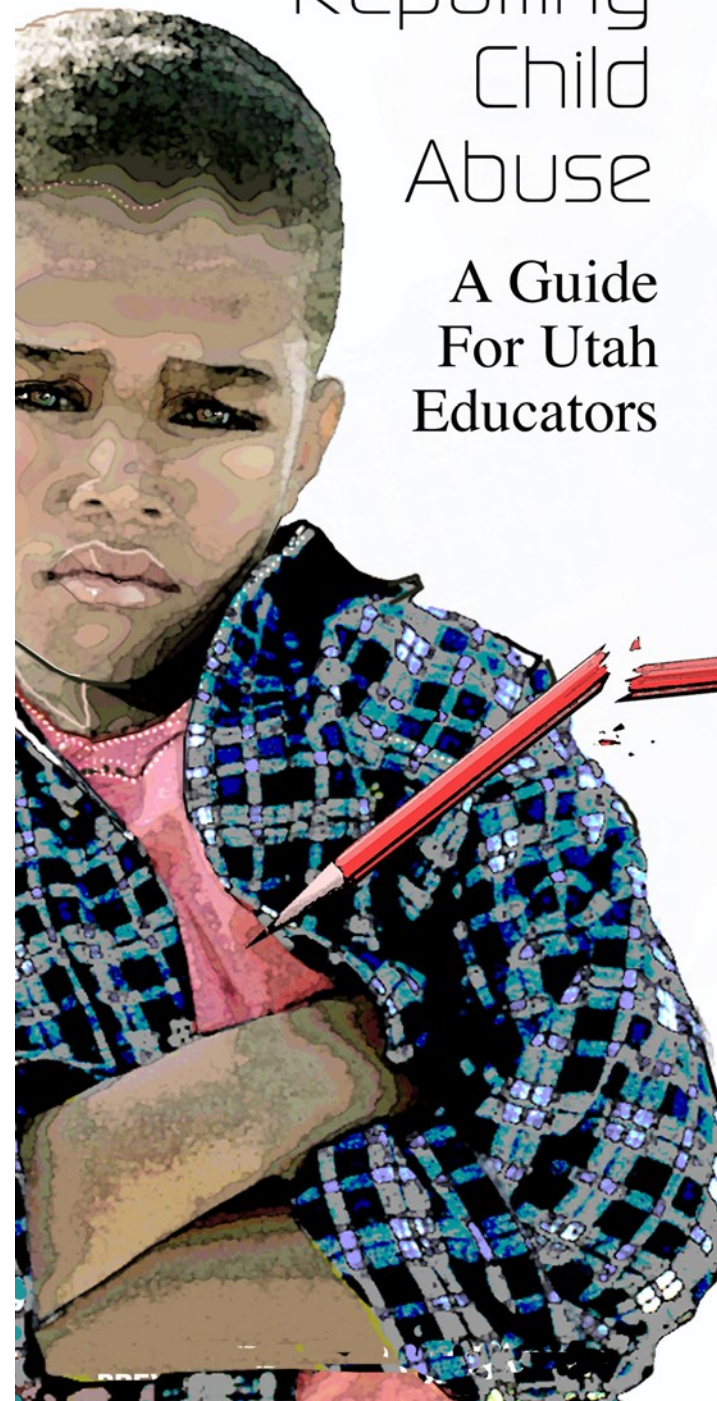
www.preventchildabuseutah.org
1-800-CHILDREN
(244-5373)

Washington County Children's
Justice Center
(435) 634-1134

Statewide Reporting Number
1-855-323-3237

Reporting Child Abuse

A Guide For Utah Educators



Reporting Child Abuse

Utah Child Abuse Reporting Law

The law requires:

any person who has reason to believe a child has been subjected to abuse or neglect to immediately notify the nearest Utah Division of Child and Family Services or law enforcement agency.

any person who observes a child being subjected to conditions that would result in abuse or neglect.

Failure to obey this law constitutes a class "B" misdemeanor and is punishable by up to six-months in jail and/or a \$1,000 fine.

Utah Code Ann. 62A-4a-411 (1994)

Making A Report

The best way to help stop child abuse is to report it. All reports to the Utah Division of Child and Family Services remain strictly confidential.

Any person making a report in good faith, is immune from any liability.

Once a report is received, the case is assigned a priority depending on the seriousness of the abuse and the danger to the child.

Indicators of Child Abuse

If a child talks about being abused, take him or her seriously. Some possible indicators of abuse may include:

Physical Abuse

Physical Indicators
unexplained bruises
unexplained burns
confinement
unexplained welts

Behavioral Indicators
easily frightened
wary of physical contact
afraid to go home
destructive to others or self

Sexual Abuse

Physical Indicators
bed-wetting
soiling
chronic constipation

Behavioral Indicators
withdrawal or depression
passive behavior
aggressive behavior
poor self esteem
lack of eye contact with adults
knowledge of sexual acts
beyond their years

Emotional Abuse

Physical Indicators
delayed physically
ulcers
developmental lags
habit disorders

Behavioral Indicators
poor self esteem
difficulty expressing feelings
problems with relationships

Neglect

Physical Indicators
abandonment
thin, starvation
lack of supervision
lack of medical care
frequent absent or tardy
poor hygiene

Behavioral Indicators
steals, begs
self destructive
failure to thrive

It Happens Too Often

2012 Child Abuse Statistics

19,544 child abuse cases were reported to Utah DCFS.

11,543 of those referrals were supported.

Domestic Violence, in the presence of a child, had a higher reporting rate than any other type of abuse.

Help Stop Child Abuse

Alert teachers can identify the early signs and symptoms of child abuse and take the first step towards helping children and families.

Remember, you only need to have reason to believe abuse has occurred. Contact your local DCFS or law enforcement.

**Statewide
Reporting Number 1-855-323-3237**

With your help, we can make a difference!

Email Communication:

The District must maintain effective and efficient communications with all employees. Email communication is the preferred method of disseminating information. It is fast and the cost is nominal. Interestingly, it costs the District over \$1,400 to send just one US Postal Service mailing to all employees. If we effectively use email communication, the money saved from that effort is available for employee benefits and step increases. For this reason the Board passed the following policy on August 9, 2011:

Policy Summary:

- All employees must establish, identify, and utilize an email account to receive and review administrative and policy notifications.
- Employees are required to monitor their established email inbox and update their email address as necessary for receipt of this information.
- Employees must identify and update, as necessary, their email address using the District Self Service web access. Self Service is available on-line at <https://www.washk12.org/employees/employee-services>
- If an employee is unable to establish an email account s/he must notify their direct administrator or supervisor AND obtain the administrator's or supervisor's written approval for an exception to this requirement.
- Supervisors or administrators who approve exceptions to the establishment of an email account are required to maintain a list of approved exceptions and disseminate communications to those individuals using an alternative method.