

Overview of California's *Child Abuse and Neglect Reporting Act (CANRA)*

What is CANRA?

It is a state law that requires certain University employees to report known or suspected child abuse or neglect. Employers are required to identify "Mandated Reporters" and secure acknowledgment of their reporting obligations as a condition of employment.

Who is a Mandated Reporter?¹

An employee is considered a mandated reporter if his/her duties require:

- a. Contact with children on a regular basis; or
- b. Direct contact and supervision of children; or
- c. Supervision of other mandated reporters.

Mandated reporters at UC Berkeley include:

- Teachers and instructional aides whose duties require direct contact with and supervision of children.
- Administrators and employees whose duties require direct contact with and supervision of children.
- Administrators and employees in day care centers and youth recreation programs; medical and mental health professionals, trainees, and interns; police and fire employees.
- Coaches (including graduate assistants).

Faculty members whose contact with children is limited to registered UC students are **not** mandated reporters.

Faculty members may be considered mandated reporters if they have:

- Responsibility for instruction at the pre-school, elementary, or high school level;
- Direct contact and supervision of children (such as hiring minors to assist with research);
- Supervision of other mandated reporters.

Volunteers in University sponsored programs are generally **not** considered mandated reporters.

However, departments must consider the qualifications or services provided by the volunteer to determine if he or she meets the criteria of a mandated reporter. Volunteers who direct or manage official University programs could be considered mandated reporters.

What are the Reporting Requirements?²

A report must be made when a mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom he or she knows or reasonably suspects has been the victim of child abuse or neglect. Mandatory reporters must make an initial external report immediately or as soon as possible to a designated agency by phone. Then, they must submit a written follow up report by mail, fax or other electronic means within 36 hours. Under UC policy, mandatory reporters must also make an internal report.

How Should Departments Indicate Mandated Reporter Requirements in TAM?

A department's HR administrator should indicate in the TAM job posting system when a position falls within mandated reporter requirements. The following language is now stored in the Job Posting Library and, when selected, will populate and be made visible to all applicants subject to reporting requirements:

¹ The full list of mandated reporter categories is located in appendices 1 & 2 of the *UC Policy on Reporting Child Abuse and Neglect* at: <http://hrweb.berkeley.edu/sites/default/files/attachments/CANRA-statements.pdf>

² Reporting requirements under the *UC Policy on Reporting Child Abuse and Neglect* are listed in full at: <http://hrweb.berkeley.edu/sites/default/files/attachments/CANRA-statements.pdf>.

"This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter."

Steps to Indicate Mandated Reporter Status in TAM:

1. Navigate to Job Details > Job Descriptions >
2. Click on Description Type Mandated Reporter > Description ID Mandated Reporter
3. Click on the OK button

What Should Departments do when a New Employee Completes Mandated Reporter Forms?

All new employees who are in mandated reporter positions must sign statements that they have knowledge of CANRA and will comply with its provisions. Campus departments will determine which positions are mandated reporters and obtain the signed forms as a prerequisite to employment. The HR administrator should enter the date the employee signed the *STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE* and the *STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT SUSPECTED ABUSE OF DEPENDENT ADULTS AND ELDERS*, then place the forms in the employee's personnel file. The forms are located at:

<http://hrweb.berkeley.edu/sites/default/files/attachments/CANRA-statements.pdf>.

How Should Departments Track when an Existing Employee Completes the Mandated Reporter Form?

All current employees who are in mandated reporter positions must sign statements acknowledging that they have knowledge of CANRA and will comply with its provisions. If such statements are not on file, the department must obtain them from the employee.

A department's HR administrator should indicate on HCM when an employee has signed and completed mandated reporter forms.

Steps to Track Mandated Reporter Form Completion in HCM:

1. Navigate to Workforce Administration > Job Data>
2. Bring up the employee's record.
3. Do NOT click to add a new row. (This is the ONLY action in the Job Data section of Workforce Administration that does not require a new row.)
4. Click on the Employment Data link at the bottom of the page.
5. In the Mandatory Reporting Signature Date field, enter the appropriate date.
6. Click the Save button.
7. Place the form in the employee's personnel file.

Where Can Departments Find More Information About Campus FAQs?

<https://hr.berkeley.edu/faq/mandated-reporters>