

# Incident Procedure Checklist



School: \_\_\_\_\_ Principal/Employee Name: \_\_\_\_\_

April, 2016

## School Responsibilities

Complete/Initial	Task
<input type="checkbox"/>	<b>Any</b> staff member who <b>suspects</b> child abuse or neglect by anyone, including a teacher, IPS employee, parent, other adult or by any student <b>must</b> immediately contact <b>CPS</b> at <b>1-800-800-5556</b> , and inform the building administrator in charge. The staff member and the building administrator are both responsible to make sure CPS is notified immediately.
<input type="checkbox"/>	Administrator in charge and the staff member together complete the IPS Confirmation of Report to Child Protective Service form. The administrator in charge also completes a Title IX report if the incident involves sexual contact, gender identity, or sexually based threats.
<input type="checkbox"/>	Administrator in charge completes this Incident Procedure Checklist.
<input type="checkbox"/>	Administrator in charge notifies <b>IPS Police Department</b> dispatch at <b>317- 226-4633</b>
<input type="checkbox"/>	Administrator in charge completes and emails this checklist, the IPS Confirmation of Report to Child Protective Service form, and Title IX report (if required) to <b>IPS Police Department at IPSPolice@myips.org</b> or fax at <b>317-226-3434</b> .
<input type="checkbox"/>	The building administrator notifies his/her supervisor <u>and</u> Human Resources if IPS employee is involved.
<input type="checkbox"/>	Administrator in charge must follow the procedures listed above and must require the initial staff member to contact CPS.
Completed by:	(Signature, Title)

## IPS Police Department (PD)/Operations

Complete/Initial	Task
<input type="checkbox"/>	Immediately confirm that the school reported the incident to CPS and has completed the IPS Confirmation of Report to CPS form.
<input type="checkbox"/>	Immediately confirm school has completed Title IX report (if required)
<input type="checkbox"/>	<b>IPS PD</b> sends copy of this checklist and Confirmation of Report to CPS form to <b>Student Services</b> .
<input type="checkbox"/>	If complaint involves IPS employee, <b>IPS PD</b> also sends copy of this checklist, the IPS Confirmation of Report to CPS form, and Title IX report to <b>HR</b> at <a href="mailto:TitleIXCoordinator@myips.org">TitleIXCoordinator@myips.org</a> .
<input type="checkbox"/>	If incident involves a child in special education, <b>IPS PD</b> sends this checklist and IPS Confirmation of Report to CPS form to the <b>Special Education</b> department at <a href="mailto:SpecialEducation@myips.org">SpecialEducation@myips.org</a> .
<input type="checkbox"/>	<b>IPS PD</b> coordinates with IMPD and CPS and, if needed, assists with their investigations.
<input type="checkbox"/>	<b>IPS PD</b> sends IPS Confirmation of Report to CPS form, this checklist and any supporting documentation to <b>Risk Management Administrative Specialist</b> at <a href="mailto:kennedyk@myips.org">kennedyk@myips.org</a> .
<input type="checkbox"/>	<b>Risk Management Administrative Specialist</b> notifies claim administrator and insurer, JWF Specialty Company, at <a href="mailto:Kristen.Pence@jwfspecialty.com">Kristen.Pence@jwfspecialty.com</a> .
Completed by:	(Signature, Title)

## Human Resource Services/Title IX

Complete/Initial	Task
<input type="checkbox"/>	If incident involves IPS employee, <b>HR</b> begins investigation in coordination with school, CPS, IPS PD, and IMPD when necessary.
<input type="checkbox"/>	<b>Title IX Coordinator</b> ensures Title IX report is filed, conducts investigation, and ensures all processes and procedures were properly followed in coordination with the school, CPS, IPS PD, and IMPD when necessary.
<input type="checkbox"/>	<b>HR</b> verifies that the building administrator's supervisor is notified.
Completed by:	(Signature, Title)