

Iran Cultural and Educational Center, Inc. (ICEC)

Child Abuse and Neglect Reporting Policy

1. Purpose

ICEC is committed to maintaining a safe environment for children and to complying with Maryland requirements for reporting suspected child abuse and neglect. This policy explains who must report, when a report must be made, how to make a report, and how ICEC will respond after a report is submitted.

2. Scope

This policy applies to all ICEC employees, contractors, volunteers, board members, and any other persons acting on behalf of ICEC (“Covered Person”) who interact with children through ICEC programs, activities, or services.

3. Definitions

For purposes of this policy:

Child Abuse: Child abuse includes physical injury, emotional harm, sexual abuse, sexual exploitation, or maltreatment of a child by a parent, caregiver, household member, or any person responsible for the child’s care or supervision.¹

Sexual Abuse: Sexual abuse includes any sexual act or sexual exploitation of a child, including inappropriate touching, exposure, coercion, or involvement in sexual activity or pornography. ICEC relies on Maryland’s legal definitions of sexual abuse and exploitation.

Covered Persons are not expected to determine whether abuse or neglect occurred. A report is required whenever there is reason to believe or suspect that a child may have been harmed or is at risk.

4. Mandatory Reporting Requirement

Any Covered Person who has reason to believe that a child has been subjected to abuse or neglect must report the concern as soon as possible to the local department of social services or

¹ These definitions are derived from Maryland Code, Family Law Art. §5-701 ([View Document - Maryland Code and Court Rules](#)) and the definitions set forth by the Maryland Department of Human Resources, Child Protective Services ([What is Child Abuse and Neglect? - Maryland Department of Human Services](#))

the appropriate law enforcement agency. Reporting does not require proof. Doubts should be resolved in favor of protecting the child.

The Covered Person must also promptly notify the ICEC president or its designee. Internal notice does not replace the individual's obligation to report directly to the local department of social services or law enforcement.

5. How to Report

- a) Make an oral report immediately, by telephone or direct communication, to the local department of social services or appropriate law enforcement agency. Contact information is as follows:
 - i. Montgomery County Department of Health and Human Services, Child Protective Services ("CPS"): (240) 777-4417
 - ii. Montgomery County Police Dept.: (301) 279-8000
- b) Complete the required written report and submit it to CPS within 48 hours after the concern arises, using the Maryland reporting form if applicable.
 - a. A copy of the report must be sent to:
 - i. ICEC designee;
 - ii. CPS; and
 - iii. The State's Attorney for Montgomery County.
 - b. Use this link to obtain a copy of the reporting form (DHS/SSA 180): [180 Form with instructions-fillable.pdf](#)
 - c. Contact information for the Montgomery County State's Attorney's Office, Special Victims Unit, is: (240) 777-7300.
- c) Include, to the extent it is reasonably possible, the child's name, age, address, whereabouts, parent or caregiver information, the nature and extent of the suspected abuse or neglect, any known prior incidents, and any information that may help identify the cause or responsible person.

6. ICEC Response After a Report

- a) ICEC will cooperate with child protective services and law enforcement as appropriate.
- b) ICEC will not conduct its own investigation, determine whether abuse or neglect occurred, question the child beyond what is necessary for immediate safety, or delay reporting while gathering additional information.
- c) Any action which may intimidate the alleged victim or non-victim witnesses, giving any indication to the alleged offender of the report of suspected abuse or neglect or which may prejudice the outcome of the case is prohibited.
- d) It is further prohibited to discuss any aspect of the case with the alleged victim.

When an allegation or concern involves an ICEC employee, contractor, volunteer, or other person acting on behalf of ICEC, ICEC may remove that person from contact with children while the matter is pending, consistent with safety needs, applicable law, and any governing ICEC procedures.

7. Confidentiality

Information concerning suspected child abuse or neglect will be shared only with those who need the information to make a report, protect a child, cooperate with authorities, or comply with legal obligations. ICEC will maintain confidentiality to the extent required by law.

8. Immunity and No Retaliation

Maryland law provides protection from civil liability and criminal penalty for individuals who make good-faith reports of suspected child abuse or neglect. ICEC prohibits retaliation against any person who makes a good-faith report or participates in a related process.

9. Failure to Report

Failure to report suspected child abuse or neglect may violate Maryland law² and may result in corrective action by ICEC, up to and including termination of employment, contract, or volunteer service, as applicable.

10. Training and Acknowledgment

ICEC will provide annual training, to the extent that is feasible, for the employees, teachers and volunteers. All Covered Persons may be required to acknowledge that they have received, read, and understand this policy and agree to comply with it.

² Certain persons who are mandated by law to make a report if they have actual knowledge or reason to believe a child has been subjected to abuse or neglect are subject to criminal penalties. These persons, called “Mandatory Reporters,” include Educators working in their professional capacity.