**Student Name: Interview Date:**

**School: Grade:**

**CPS Worker’s Name:**

**Interview Procedures**

**Suspected Abused or Neglected Children**

**CPS**

It is preferable that the interview take place off school premises. However, if an interview must be conducted at school, the procedures are as follows:

CPS worker must provide evidence that the student's parent/guardian authorized the interview **OR** district staff obtains prior authorization.

**OR**

The student agrees to talk with the CPS worker **AND** is given the opportunity to have a district employee present **AND** is informed that he/she can stop the interview at any time.

**CPS checklist**

Prior parental authorization obtained yes no

OR

Students consents to interview yes no

Student requests district employee be present yes no

Student advise that he/she can stop interview yes no

CPS worker will contact parent yes no

District will contact parent (only if CPS does not) yes no

**Taking a child into custody**

A CPS worker who takes a child into protective custody must have a court order, unless accompanied by a law enforcement officer. The school will contact parents should this occur.

\*Please scan the CPS worker's photo ID and save it along with this completed form.