**Interviewing Children at School Tip Sheet**

**When interviewing a child at school, the SSW completes the following steps:**

* Follows these procedures upon receipt of a report of abuse or neglect of a child:
* Initiate an investigation at the child’s school, whenever possible;
* Review and copy relevant school records pertaining to the child if relevant to the investigation; and
* Talk to school personnel for collateral information.
* Follows these procedures when intending to interview a child at school:
* Informs the appropriate school personnel of their need to interview the child regarding a report;
* Indicates which child(ren) and collaterals (as appropriate) need to be interviewed; and
* Gives necessary information concerning the allegation and investigation only to school personnel with a legitimate interestin the case.
* Determines if it is in the best interest of the child for school personnel to be present during the interview of the child;
  + A private interview of the child is desirable; there may be occasions when the child may request the presence of a teacher, counselor or other school personnel.
* Completes the following steps if it is determined that school personnel will be present:
* Makes the school personnel aware that they are subject to subpoena to court for any disclosure statements that the child may make; and
* Instructs the school personnel to remain:
* Silent during the interview; and
* Out of the line of sight of the child.
* UtilizesSOP 2.11 Interviewing Protocolfor additional guidelines.