

Employee Misconduct Reporting & Mandatory Reporting Procedures

Effective policy

Effective Date: October 24, 2026

Last Reviewed: October 24, 2026

Commitment to Student Safety

Brooke House Academy is committed to protecting students from abuse, neglect, exploitation and misconduct.

All allegations involving student safety will be taken seriously and handled in accordance with applicable Florida law.

Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report known or suspected child abuse, abandonment or neglect as required by Florida law.

Reports must be made directly to the appropriate authorities.

Florida Abuse Hotline: 1-800-962-2873 (1-800-96-ABUSE)

Website: <https://reportabuse.dcf.state.fl.us/>

For an immediate emergency, call 911.

Employees must not delay a legally required report while waiting for permission or an internal investigation.

Reporting Employee or Administrator Misconduct

Alleged misconduct by educational support employees, instructional personnel or school administrators that affects the health, safety or welfare of a student must be reported promptly.

Examples include:

- Inappropriate relationships or communications with students.
- Physical, sexual or emotional abuse.
- Harassment, intimidation or exploitation.
- Serious violations of professional boundaries.
- Conduct placing students at risk.

Designated BHA Reporting Contact

Lawrie Dudfield, Executive Director
Brooke House Academy
Email: executivedirector@brookehouseacademy.com

Alternative Reporting Contact: Niall O'Grady, Director of Soccer
Email: niall@brookehouseacademy.com

Reports involving the Executive Director should be directed to the alternative reporting contact or appropriate external authority.

Reports concerning Florida-certified educators will also be referred to the Florida Department of Education's Office of Professional Practices Services when required.

Reporting Procedure

1. Ensure immediate student safety and contact emergency services where necessary.
2. Make any legally required report directly to the appropriate external authority.
3. Notify the designated BHA reporting contact.
4. Preserve relevant information and evidence.
5. Cooperate with authorized investigations.
6. Maintain confidentiality to the extent appropriate and legally permitted.

BHA will not require staff to investigate suspected abuse before making a mandatory report.

Failure to Report

Failure to report suspected abuse, abandonment, neglect or qualifying educator misconduct may result in criminal, professional, employment or other statutory penalties, depending on the circumstances.

Employees and administrators may also face disciplinary action, including termination.

Failure to report child abuse, abandonment or neglect: Under section 39.205(1), Florida Statutes, knowingly and willfully failing to report known or suspected child abuse, abandonment or neglect to the central abuse hotline, or knowingly and willfully preventing another person from reporting, is a third-degree felony. The ordinary maximum penalties are five years of imprisonment and a \$5,000 fine under sections 775.082(3)(e) and 775.083(1)(c), Florida Statutes. Other sentencing provisions or enhancements may apply.

Florida educator certificate sanctions: Under section 1012.795(1)(b), Florida Statutes, a Florida-certified educator who knowingly fails to report actual or suspected child abuse, or qualifying alleged educator misconduct as required by law, may face certificate suspension for up to five years, revocation with ineligibility for up to ten years, permanent revocation or other penalties authorised by law. Under section 1012.795(6)(c), a qualifying repeat failure to report known or suspected child abuse following a previous final order requires a certificate suspension of at least one year.

These criminal and professional penalties are separate from BHA employment discipline. The applicable penalty depends on the conduct, the person's certification status and the relevant statutory conditions.

Statutory references: <https://www.flsenate.gov/Laws/Statutes/2026/39.205>,
<https://www.flsenate.gov/Laws/Statutes/2026/775.082>,
<https://www.flsenate.gov/Laws/Statutes/2026/775.083> and
<https://www.flsenate.gov/Laws/Statutes/2026/1012.795>.

Protection Against Retaliation

BHA prohibits retaliation against individuals who make good-faith reports or cooperate with investigations.

Public Notice

This policy will be published on the BHA website and made available at each campus.

Required reporting notices will also be prominently displayed at school sites in accordance with Florida law.

Policy Authority: Executive Director

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