

PROCEDURE FOR REPORTING SUSPECTED CHILD ABUSE

Any school employee who suspects that a student may be abused or neglected must, in consultation with the school principal or designee, report such suspicion immediately by phone to the regional intake unit of the Division for Children and Youth Services (DCYS). If requested, a written report must be sent to the district office of the Division for Children and Youth Services within 48 hours. A state telephone directory with numbers for all regional and district offices is available in the superintendent's office.

A school employee who suspects another school employee of abusing a student must report that suspicion directly to the Division for Children and Youth Services. Once the report is made, the school principal should be informed. The principal must then inform the superintendent of schools. If the principal is the suspected abuser, the school employee who made the report to DCYS should inform only the superintendent of schools.

The oral and written reports should contain the following information, if known:

1. Name and address of the child suspected of being abused or neglected;
2. Name, address and telephone number of the parents of, or persons caring for, the child;
3. The specific information and observations indicating neglect or the nature and extent of the child's injuries (including any information of previous injuries);
4. The identity of the person or persons suspected of being responsible for such neglect or abuse;
5. The names of siblings and the schools they attend;
6. Any history of concern about the child;
7. Any indication that the child may be in imminent danger; and
8. Any other information that may be required by DCYS in completing a thorough assessment regarding the family.

A copy of the written report must be kept in a confidential file in the principal's office, apart from the student's academic or counseling files. In the case of a school employee suspected of abusing a student, a copy of the written report must be sent to the superintendent of schools.

The central reporting number for all DCYS district offices is 1-800-894-5533.

Prepared by The Attorney General's Task Force on Child Abuse and Neglect, April 1993.

Recommended Guidelines For Complying With Access To Children in School:

- Ensure that a familiar school adult is present;
- Attempt to find a location that is private and minimizes others' awareness of event;
- Request that law enforcement officers be in plain clothes;
- Clarify parent notification with DCYS...who, when.

(Suggested by Administrative Council, October 1993)

Effective: October 1993

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