

PROCEDURES FOR SUSPECTED CHILD ABUSE AND NEGLECT

If a child or third party discloses abuse or neglect:

- The reporter informs the principal or designated administrator, who will work closely with the needed team members ((i.e. reporter, counselor, nurse, administrator, psychologist, teacher, etc.). If the designated administrator is not available during the day or if it is after hours, the reporter should follow one of the alternative procedures below.
- If the designated administrator decides it is appropriate to file a Child Abuse Reporting Form (“51A report”), he/she immediately calls the Department of Child and Families (DCF) to file an oral 51A report, informs the family (unless notification to the family jeopardizes the child’s welfare), and notifies the Assistant Superintendent for Diversity, Equity, and Inclusion (DEI), and the principal(s) of any sibling(s) about the report. Other agencies shall be contacted as appropriate. The 51A is completed and filed confidentially with the principal and the Assistant Superintendent for DEI.
 - The original reporter completes the 51A report, which is submitted to DCF within 48 hours of the reported abuse. A copy of the report is kept confidentially with the principal and the Assistant Superintendent for DEI.
 - The designated administrator works with his/her building team to make recommendations about follow-up supports and continues to monitor the outcome of the 51A report.

Alternative Procedures:

- If the designated administrator is not available, the reporter consults with the Assistant Superintendent for DEI on whether or not to file a 51A and proceeds with the appropriate protocol. The reporter follows up with the principal on the next working day.
- If the Assistant Superintendent for DEI is not available, and the reporter believes the situation to be an emergency, the reporter files an oral 51A report immediately with DCF. The reporter follows up with the principal and the Assistant Superintendent for DEI the next working day and follows the appropriate procedures.

The District provides annual professional learning for all school staff regarding child abuse and neglect mandated reporting procedures.