

REPORTING KNOWN OR SUSPECTED CHILD ABUSE AND/OR NEGLECT

As an employee of the Providence Public School District (PPSD), you must be familiar with RI General Law 40-11-3 and the protocols below for reporting known or suspected child abuse and/or neglect. If you witness or become aware of sexual assault, physical abuse or neglect of a child, you are a mandatory reporter and must take the following actions:

Step One: If you are a PPSD staff member based in a school, you must immediately contact the building principal (the term "building principal" shall also include any person designated, "designee", by the principal to be in charge of the school in his/her absence) when an incident of alleged child abuse or neglect is reported to you or when you suspect child abuse or neglect. If your principal is unavailable, please notify the principal's designee at the school. You must have a conversation with a live person. An email, voicemail or text alone will not suffice.

If you are a PPSD staff member who is not school-based, such as employees at central office or registration, you must notify the director of school operations. If the director of school operations is not available, please contact the chief of administration. You must have a conversation with a live person. An email, voicemail or text alone will not suffice.

Step Two: The building principal or director of school operations must immediately notify the Department of Children, Youth and Families (DCYF) at 1(800) RI-CHILD, 1(800) 742-4453; please note this is a 24-hour number. The building principal or director of school operations may, at his/her discretion, choose to include the reporting staff member on the call to DCYF. The building principal or director of school operations must document his/her conversation with the DCYF representative on the [2018-19 Child Abuse/Neglect Incident Reporting Form](#). Please be sure to document the following:

- Name of the DCYF contact with whom you spoke.
- The date and time of your conversation.
- A description of what both parties said.
- Any guidance DCYF provided.

The reporting employee must provide DCYF with his/her name and contact information as well as the name, title and contact information of every employee known to have knowledge of the allegation. No anonymous calls are permitted.

Step Three: The building principal or director of school operations must then call the Providence Police Department at (401) 272-3121. He/she must document the conversation on the witness statement form. Please be sure to document the following:

- Name of the person with whom you spoke.
- The date and time of your conversation.
- A description of what both parties said.
- Any guidance the police provided.

Step Four: When an allegation of child abuse is made against a PPSD staff member, the building principal or director of school operation must contact the designated human resources manager immediately after contacting DCYF and the police. If you are unable to make contact, please call Chief of Human Capital.

Step Five: Per the School Emergency Preparedness Plan, a Critical Incident Report (CIR) must be submitted for ALL instances of alleged abuse or assault and must include a checklist of the required notifications to DCYF, police, and all appropriate entities. Building principals must provide their zone executive directors with this information. The director of school operations must do the same for the chief of administration.

Jorge Elorza
Mayor

Christopher Maher
Superintendent



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I certify that I have received and understand mandatory reporting protocols. I agree to comply with the mandatory reporting protocols and related policies and procedures applicable to my job and understand that compliance is expected as part of my continued employment with the Providence Public School District. This acknowledgement is not an assurance of continued employment or association.

Printed Name: _____

Signature of Above Printed Name: _____

Building/Location _____

Date Signed: _____