



REPORTING KNOWN OR SUSPECTED CHILD ABUSE AND/OR NEGLECT

Before the start of the 2017-18 School Year, you must be familiar with the [RI General Law 40-11 et. seq.](#) and the protocols below for reporting known or suspected Child Abuse and/or Neglect. If you witness or become aware of sexual assault, inappropriate touching, physical abuse or neglect of a child, you are a mandatory reporter and must take the following actions:

Step One: Immediately contact 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. DCYF must be notified within 24 hours. Please be sure to document your conversation with the DCYF representative on the witness statement form. As a PPSD employee, you must provide your name and contact information – no anonymous calls are permitted.

Step Two: Immediately after DCYF has been contacted – you must call the Providence Police Department at (401) 272-3121. Please be sure to document your conversation with the police on the witness statement form.

Step Three: As soon as DCYF and the Police Department have been notified, immediately notify the principal at your building or, if you are not stationed at a school, notify your supervisor. Please provide as much detailed information to the principal or Supervisor so that he/she can notify the District Office and draft a Critical Incident Report (CIR). A CIR must be drafted for ALL instances of alleged abuse or assault and will include a checklist of the required notifications to DCYF and the police.

Step Four: If, for any reason, your principal or supervisor is unavailable, please notify the next person in the chain of command. You must have a conversation with a live person. An email or voicemail alone will not suffice.

PLEASE NOTE: If the allegations involve a staff person, immediately notify your principal or supervisor; then, begin the Department of Children, Youth and Families (DCYF) and Police notification process described above. The principal or supervisor should then contact Human Resources. Our emergency protocols require immediate removal from the building of a staff person who is alleged to have abused a child.

PLEASE BE SURE TO KEEP ACCURATE INFORMATION REGARDING:

- WHO YOU SPOKE TO AT EACH OF THE AFOREMENTIONED AGENCIES AND OR OFFICES.
- THE DATE AND TIME YOU SPOKE TO EACH PERSON.
- A DESCRIPTION OF WHAT WAS SAID.
- ANY GUIDANCE PROVIDED BY EACH OF THE RESPECTIVE INDIVIDUALS YOU CONTACTED.

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 of Employee: _____

Signature: _____ **Date** _____