

PROVIDENCE PUBLIC SCHOOL DISTRICT
REPORTING KNOWN OR SUSPECTED CHILD ABUSE AND/OR NEGLECT

As a volunteer of the Providence Public School District (PPSD), you must be familiar with the 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: For all incidents reported to, or suspected by a PPSD staff member or volunteer, who is school based taking place in a school, immediately contact the Building Principal (the term "Building Principal" shall also include any person designated by the Principal to be in charge of the school in his/her absence). For incidents reported to or suspected by a PPSD staff member or volunteer who is not based in a school (e.g. registration staff / central office staff etc.), volunteers shall notify the Director of School Operations. If, for any reason, your principal or supervisor is unavailable, please notify the next person up the chain of command. You must have a conversation with a live person. An email or voicemail alone will not suffice.

Step Two: The Building Principal (for incidents reported to, or suspected by, a PPSD staff member or volunteer who is school based) or Director of School Operations (for incidents reported to, or suspected by, a PPSD staff member or volunteer who is not school based) shall 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. Please be sure to document your conversation with the DCYF representative on the witness statement Form. The call to DCYF can be made with or without the staff member who transferred the information to the Principal or their designated agent. As a PPSD employee or volunteer, you must provide your name and contact information and include the name, title and contact information of every employee who is known to have knowledge of the allegation – no anonymous calls are permitted.

Step Three: The Building Principal (for incidents reported to, or suspected by, a PPSD staff member or volunteer who is school based) or Director of School Operations (for incidents reported to, or suspected by, a PPSD staff member or volunteer who is not school based) must then 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 Four: When a staff member or volunteer is involved, immediately after DCYF and Police have been contacted, call your designated Human Resources Manager. 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. Director of School Operations must do the same for the Chief of Administration.

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 volunteer service and understand that compliance is expected as part of my continued volunteering with the Providence Public School District. This acknowledgement is not an assurance of continued volunteering or association.

Printed Name of Volunteer: _____

Signature: _____ **Date:** _____