

CHILD ABUSE/NEGLECT REPORTING PROCEDURES

Failure to report identified or suspected child abuse is punishable by law as a misdemeanor in the Commonwealth of Massachusetts. The Principal/designee will:

- Communicate child abuse/neglect procedures to the school staff annually
- Ensure that an outcry from a child is handled immediately.

If abuse occurs at home: The reporting person (all teachers/administrators are mandated reporters by law) will:

- Report the suspected child abuse/neglect to the Department of Social Services (Form 51A) immediately by oral communication and by making a written report within forty-eight hours after such oral communication.
- Notify the Principal, School Nurse and Counselor (parent/guardians, if not suspects) a report has been or will be made to the Department of Social Services.
- Complete the Child Abuse Form (51A).
- Honor the regulation that all follow-up and interviewing will be handled by the Police Department or the Department of Social Services.

If abuse occurs at school (employee accused, whether by parent of staff member – accusations to be reported to Principal or designee): The Principal/designee will:

- Report the suspected child abuse/neglect to the Department of Social Services (Form 51A) immediately by oral communication and by making a written report within forty-eight hours after such oral communication.
- Notify the Office of the Superintendent (781-316-3502), Principal (if report filed by designee), School Nurse and Counselor and parent/guardians a report has been or will be made to the Department of Social Services.
- Complete the Child Abuse Form (51A).
- Honor the regulation that all follow-up and interviewing will be handled by the Police Department or the Department of Social Services.

The Superintendent shall develop appropriate procedures and protocols to invoke when a staff member is accused. These procedures and protocols will address the period immediately following the accusation as well as the period subsequent to the accusation being determined to be founded or unfounded. They will be designed both to protect children and to address issues the accused staff member is experiencing.

Revised: September 27, 2005