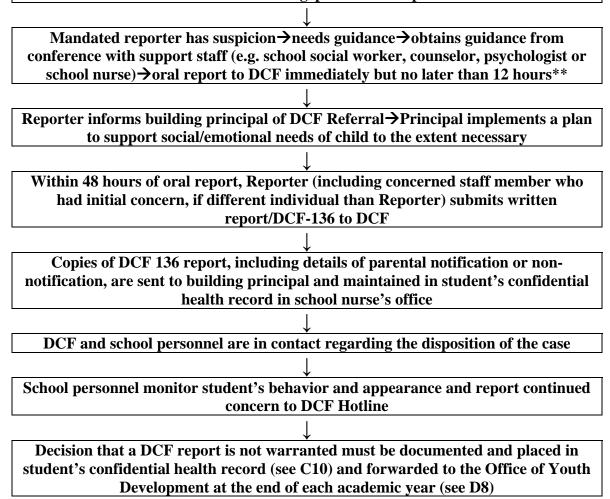
# FLOW CHART FOR ASSESSING & REPORTING SUSPECTED CHILD ABUSE OR NEGLECT BY NON-SCHOOL PERSONNEL MANDATED REPORTERS\*

Mandated reporter has suspicion→oral report to DCF Hotline immediately but no later than 12 hours (1-800-842-2888)→in addition, if belief that a crime has been committed contact Bridgeport Police Department



<sup>\*</sup>The following personnel are mandated reporters per Connecticut statute: any registered nurse, licensed practical nurse, school teacher, school principal, school guidance counselor, school paraprofessional, school coach, social worker and any person who is a licensed professional counselor.

**\*\***If after careful consideration, decision is made that DCF referral is unwarranted, complete information and submit to the Building Principal.

# FLOW CHART FOR ASSESSING & REPORTING SUSPECTED CHILD ABUSE OR NEGLECT BY SCHOOL PERSONNEL MANDATED REPORTERS\*

Mandated reporter has suspicion→oral report to DCF immediately but no later than 12 hours (1-800-842-2888)

Reporter has suspicion→needs guidance→obtains guidance from conference with support staff (e.g. school social worker, counselor, psychologist or school nurse)→oral report to DCF within 12 hours\*\*

Reporter informs building principal and building principal informs the Assistant Superintendent for Youth Development of DCF referral unless subject of the referral is building principal in which case reporter informs the Assistant Superintendent for Youth Development directly→Principal implements a plan to support social/emotional needs of child to the extent necessary

Parental notification documented in writing

Within 48 hours of oral report, Reporter submits written report/DCF-136 to DCF

Copies of DCF 136 report are sent to building principal and Assistant Superintendent for Youth Development and Human Resources→Human Resources will notify the State Department of Education for certified employees as set forth in D.7→Assistant Superintendent for Youth Development and Human Resources will maintain a log of all referrals whether or not DCF accepts them for investigation

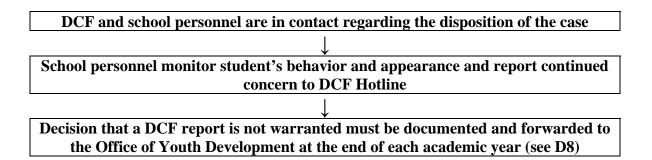
Assistant Superintendent for Youth Development makes recommendation to Superintendent regarding administrative leave and additional measures to be taken→pending the outcome of the DCF investigation the Superintendent has absolute discretion whether or not to place the staff member on leave

If DCF substantiates abuse, the Superintendent will suspend the staff member and notify the State Department of Education→suspension remains in effect until the Superintendent makes a determination consistent with applicable law

<sup>\*</sup>The following personnel are mandated reporters per Connecticut statute: any registered nurse, licensed practical nurse, school teacher, school principal, school guidance counselor, school paraprofessional, school coach, social worker and any person who is a licensed professional counselor.

<sup>\*\*</sup>If after careful consideration, decision is made that DCF referral is unwarranted, complete information and submit it to the Building Principal and Assistant Superintendent for Youth Development.

# FLOW CHART FOR ASSESSING & REPORTING SUSPECTED CHILD ABUSE OR NEGLECT BY SCHOOL PERSONNEL MANDATED REPORTERS (CONTINUED)



# FLOW CHART FOR ASSESSING & REPORTING SUSPECTED CHILD ABUSE OR NEGLECT BY NON-SCHOOL PERSONNEL NON-MANDATED REPORTERS

Concerned staff member has suspicion→reports suspicion to supervisor who is a mandated reporter OR oral report to DCF immediately but no later than 12 hours (1-800-842-2888)→in addition, if belief that a crime has been committed contact Bridgeport Police Department

Concerned staff member has suspicion→needs guidance→obtains guidance from conference with support staff (e.g. school social worker, counselor, psychologist or school nurse)→reports suspicion to supervisor who is a mandated reporter OR oral report to DCF immediately but no later than 12 hours<sup>\*</sup>

Reporter informs building principal of DCF Referral OR if concerned staff member makes the report directly to DCF, concerned staff member informs building principal of report→Principal implements a plan to support social/emotional needs of child to the extent necessary

Within 48 hours of oral report, Reporter OR concerned staff member submits written report/DCF-136 to DCF→if Reporter completes the form, concerned staff member with initial participation assists with the form's completion

Copies of DCF 136 report, including details of parental notification or nonnotification, are sent to building principal and maintained in student's confidential health record in school nurse's office

DCF and school personnel are in contact regarding the disposition of the case  $\downarrow$ 

School personnel monitor student's behavior and appearance and report continued concern to DCF Hotline

Decision that a DCF report is not warranted must be documented and placed in student's confidential health record (see C10) and forwarded to the Office of Youth Development at the end of each academic year (see D8)

<sup>&</sup>lt;sup>\*</sup> If after careful consideration, decision is made that DCF referral is unwarranted, complete information and submit it to the Building Principal.

# FLOW CHART FOR ASSESSING & REPORTING SUSPECTED CHILD ABUSE OR NEGLECT BY SCHOOL PERSONNEL NON-MANDATED REPORTERS

Concerned staff member has suspicion→reports suspicion to supervisor who is a mandated reporter OR oral report to DCF immediately but no later than 12 hours (1-800-842-2888)→in addition, if belief that a crime has been committed contact Bridgeport Police Department

Concerned staff member has suspicion→needs guidance→obtains guidance from conference with support staff (e.g. school social worker, counselor, psychologist or school nurse→reports suspicion to supervisor who is a mandated reporter OR oral report to DCF within 12 hours<sup>†</sup>

Reporter informs building principal of DCF Referral OR if concerned staff member makes the report directly to DCF, concerned staff member informs building principal of report→Principal implements a plan to support social/emotional needs of child to the extent necessary

Parental notification documented in writing

Within 48 hours of oral report, Reporter OR concerned staff member submits written report/DCF-136 to DCF→if Reporter completes the form, concerned staff member with initial participation assists with the form's completion

Copies of DCF 136 report are sent to building principal and Assistant Superintendent for Youth Development and Human Resources→Human Resources will notify the SDE for certified employees as set forth in D.7→Assistant Superintendent for Youth Development and Human Resources will maintain a log of all referrals

Assistant Superintendent for Youth Development makes recommendation to Superintendent regarding administrative leave and additional measures to be taken→pending the outcome of the DCF investigation the Superintendent has absolute discretion whether or not to place the staff member on leave

If DCF substantiates abuse, the Superintendent will suspend the staff member and notify the SDE→suspension remains in effect until the Superintendent makes a determination consistent with applicable law

<sup>&</sup>lt;sup>†</sup> If after careful consideration, decision is made that DCF referral is unwarranted, complete information and submit it to the Building Principal and Assistant Superintendent for Youth Development.

# FLOW CHART FOR ASSESSING & REPORTING SUSPECTED CHILD ABUSE OR NEGLECT BY SCHOOL PERSONNEL NON-MANDATED REPORTERS (CONTINUED)

DCF and school personnel are in contact regarding the disposition of the case
School personnel monitor student's behavior and appearance and report continued
concern to DCF Hotline
$\downarrow$
Decision that a DCF report is not warranted must be documented and forwarded to
the Office of Youth Development at the end of each academic year (see D8)