

## **PROCEDURES FOR DEALING WITH SUSPECTED CHILD ABUSE AND NEGLECT**

If a child or third party discloses abuse:

### Procedure

The reporter informs the principal who convenes the building Child Protection Team. The (CPT) may consist of the following members: reporter, counselor, nurse, administrator, psychologist, teacher. If principal or CPT are not available during the day or after hours, follow one of the alternative procedures below.

- If Child Protection Team members decide it is appropriate to file a 51-A report, the principal or his/her designee immediately calls DSS to file an oral 51-A report, informs the family unless notification to the family jeopardizes the child's welfare, notifies the Director of Pupil Services and notifies any siblings' school about the report. Other agencies shall be contacted as appropriate (Police, Board of Health, District Attorney, etc.). The CPT summary form is completed and kept confidentially filed with the Director of Pupil Services.
  - The original reporter fills out the 51-A report which goes to DSS within 48 hours of the reported abuse. A copy of the report is kept confidentially filed with the Director of Pupil Services.
  - The CPT makes recommendations about follow-up services in the school and monitors those services.
  - The CPT continues to monitor the outcome of the 51-A report.
- If all CPT members agree it is not appropriate to file a 51-A report, a CPT summary form is completed and kept confidentially filed with the Director of Pupil Services. If the original reporter disagrees with the CPT's decision not to file a 51-A report, the reporter should file a report unilaterally.

### Alternative Procedures

- If the principal or building Child Protection Team are not available, the reporter consults with the Director of Pupil Services, who decides whether or not to file a 51-A and proceeds with the appropriate protocol. The reporter follows up with the principal on the next working day.
- If the Director of Pupil Services is not available and the reporter believes the situation to be an emergency, the reporter files an oral 51-A report immediately with DSS. The reporter follows up with the principal and the Director of Pupil Services on the next working day and follows the appropriate procedures.

It is the responsibility of the building Child Protection Teams to provide, yearly, in-service training to all school staff regarding Injured Children (Child Abuse and Neglect) mandated reporting procedures.

## **PLAYGROUND SAFETY POLICY**

The School Committee expects that the administration will take all reasonable steps to ensure that all school playgrounds provide a safe environment for elementary children of all ages.

The School Committee believes that proper playground development, maintenance and renewal require strong, specific and consistent system-wide procedures, as well as clearly spelled out lines of communication and clearly defined responsibility for the safety and quality of playgrounds.