

Any school employee who suspects that a child is subjected to abuse or neglect (for example non-accidental injuries and/or intentional injuries) should immediately report the situation to the Department of Children and Youth Services and building principal. This oral report should be followed at once but no later than 48 hours by a written report sent by the employee to the principal. If requested by DCYF, the written report shall also be forwarded to DCYF by the building principal.

The written report should include:

- Name, age and address of the child.
- Name and address of the child's parents, guardians and/or persons with whom he/she is living.
- The nature of the child's injury or condition; information on conditions leading to abuse all with data as appropriate.
- Any other injuries or the conditions observed that might be helpful in establishing the cause of the abuse/neglect.

The principal will notify the Superintendent of Schools.

After the report is made to the Department of Children and Youth Services, district and school staff members will make themselves available for meetings with the agency's representative to facilitate communication. The school will report any further incidents of abuse or neglect to the Agency's representative.

Once a report of child abuse is given to the Department of Children and Youth Services, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not engage in the following activities;

- Make home visits for investigative purposes.
- Take the child for medical treatment (this does not preclude taking action in any emergency situation).
- Convey messages between the agency and the parents/guardians (Guidance Counselor to be an exception in this case if necessary).

Authorized school and district personnel may make available to the Department of Children and Youth Services personnel assigned to investigate instances of child abuse any other information that might be helpful in establishing abuse or neglect.

Legal References:

RSA 169-C:29, Persons Required to Report
RSA 169-C:30, Nature and Content of Report
RSA 169-C:31, Immunity from Liability