

## VIRTUAL LEARNING ACADEMY REPORTING CHILD ABUSE OR NEGLECT

JLF

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the Director of Guidance and Student Services or a VLACS Guidance Counselor.

RSA 169-C:29 requires teachers, school officials, school counselors or any other VLACS staff or volunteers having reason to suspect that a child has been abused or neglected orally report by telephone any suspected child abuse or neglect to the Division of Children, Youth and Families (DCYF). Oral reports should be made by calling the DCYF at 1-800-894-5533.

After filing the oral report, staff must also report the information to the Director of Guidance and Student Services or a VLACS Guidance Counselor. The Director of Guidance or a VLACS Guidance Counselor will document that report has been made and will follow-up with DCYF to notify it of the student's resident district, if the student is a part-time VLACS student.

Pursuant to RSA 169-C:30, Within 48 hours of the report, the reporting individual must follow the oral report with a written report, if so requested, to DCYF. The following information (if known) is required for the report:

- Name and address of child suspected of being abused or neglected;
- Name, address and telephone number of the individual responsible for the child's welfare;
- Specific information and observations indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries of which you are aware);
- Identity of the person or persons suspected of being responsible for such abuse or neglect;
- Names of siblings and the schools they attend.

In addition to regular business hours, DCYF On-Call child protection staff will be available to respond to reports that a child is in imminent danger after regular business hours and on weekends and holidays. Upon receipt of such a report the DCYF After Hours Intake staff will communicate with a DCYF On Call Supervisor and when it is determined DCYF should respond, a child protection worker will be deployed to the field.

School employees should not attempt to investigate or attempt to verify information. If you have any questions regarding your reporting responsibilities, you should immediately contact the Director of Guidance and Student Services.

### **Legal References:**

NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect

RSA 169-C:29, Persons Required to Report

RSA 169-C:30, Nature and Content of Report

RSA 169-C:31, Immunity from Liability

RSA 169-C:34, III, Duties of the Department of Health and Human Services

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