



PUBLIC SCHOOLS

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Child Protective Service Referral Procedures for Abused or Maltreated Children

I. MANDATED REPORTERS

1. All certificated school personnel are mandated reporters. If you are non-certificated, the District expects you to report child abuse or maltreatment to the building principal.
2. If you receive third party information, such as a phone call from a child's neighbor or friend that there is a suspicion of abuse or maltreatment, you should confer with the building administrator and Social Worker or Psychologist so that a reasonable inquiry can be made to ascertain whether there is reasonable cause to believe that a child has been abused or maltreated.

II. INTERVIEW PROCEDURES

1. The reporting staff member is to notify the building Social Worker or Psychologist that there is a suspicion of abuse or maltreatment.
2. The Social Worker or Psychologist will then interview the child. The school nurse and classroom teacher may be a part of the interview.
3. The Interviewer(s) will follow these procedures:
 - A. Interview the child.
 - B. Discuss the outcome with the reporting staff member, administration, nurse, social worker and/or psychologist.
 - C. Greg Wasserman should be notified and he will then notify central office administration.

III. NOTIFICATION PROCEDURES

1. The Social Worker or Psychologist will inform Greg Wasserman and the building administration of a plan to call CPS.
2. The reporting staff member along with the administrator, Social Worker or Psychologist will make the report to CPS. Reports must be made both via telephone to the Hotline and by filing the written report required by CPS.
3. Maintain a copy of the CPS report in Social Worker's file. Send a copy to Greg Wasserman.

4. Even if the administrator, Social Worker or Psychologist does not feel that a report to CPS is indicated, if the mandated reporter believes a report is required, the reporter must still make the report.

IV. **PROCEDURES FOLLOWING DISCLOSURE:**

1. If there is a bruise or marks on the child, the nurse must see the child and record it in her log.
2. If practicable, a photograph must be taken of the visible trauma by the nurse and Social Worker. If the two are not available, either an administrator or psychologist should be present.
3. Do not inform the parents that a referral to CPS has been made. Notification to the parent before CPS contacts the family could interfere with the interview process.
4. Following a report, a CPS worker will likely come to the school building to interview the child. Always ask for the CPS worker's name as well as badge and/or ID number. A staff member known to the child should be present when a CPS worker interviews a child.

V. **END OF THE SCHOOL DAY NOTIFICATION**

1. If this situation is disclosed at the end of the school day, the Psychologist or Social Worker needs to remain with the child until the situation is resolved.
2. A building administrator is also needed to remain with the child.
3. If the child is not sent home from school, it is because it is felt that the child is in imminent danger. In such case, police notification should be made as well.
4. If the child is sent home, the report should be immediately made to CPS.
5. Greg Wasserman and Central Office should be apprised of the situation.

VI. **CORRESPONDENCE WITH CPS.**

1. A written report should be submitted to regional CPS office within 48 hours of the verbal report. The reporter should complete the form.
2. All copies of CPS referrals should remain on file in the Social Worker's office as well as with Greg Wasserman.

Reporting Procedures for Incidents of Child Abuse in an Educational Setting

I. MANDATED REPORTERS

1. All certificated school personnel are mandated reporters. If you are non-certificated, the District expects you to report child abuse to the building principal.

II. WHAT NEEDS TO BE REPORTED?

1. Allegations of child abuse include:
 - a. Intentional or reckless infliction of physical injury, serious physical injury or death;
 - b. Conduct that creates substantial risk of such injury or death;
 - c. Child sexual abuse; and
 - d. Dissemination of or attempts to disseminate indecent materials

III. REPORTING RULES

1. Upon receipt of an allegation of child abuse in an educational setting, the staff member will orally report it to the building principal. The staff member will also complete the SED complaint form and submit same to the building principal.

IV. INVESTIGATION PROCESS

1. Building Principal is to determine whether or not there is reasonable suspicion to believe that an act of abuse has occurred
2. IF YES:
 - a. Notify parent that allegation of child abuse in educational setting has been made
 - b. Provide parent with written statement of parental rights, responsibilities and procedures
 - c. Provide copy of completed report form to superintendent of schools
 - d. Contact law enforcement
 - e. Forward copy of completed report form to law enforcement authorities
 - f. Superintendent to notify SED
3. IF NO:
 - a. Maintain the complaint form for 5 years in a confidential central location
 - b. Provide copy of completed report form to superintendent of schools