

## REPORTING CHILD ABUSE

If a staff member has reason to suspect that a student is being abused or neglected, a report will be made immediately to the building administrator, school counselor, and superintendent's office. These persons will then contact DCYF (Division of Children, Youth, and Family Services). Any staff member(s) and/or building administrator who has knowledge of the situation will immediately complete a written report the same day as the staff member or building administrator becomes aware of the suspected abuse.

An oral report shall be made immediately by the building administrator or his/her designee, by telephone and followed within 48 hours by a report in writing. In all instances a written report will be sent to DCYF by certified mail with receipt requested. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by DCYF. (RSA 169-C:30)

### Immunity from Liability

"Anyone participating in good faith in the making of a report pursuant to this chapter is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant has the same immunity with respect to participation in any investigation by the bureau or judicial proceeding resulting from such reports." (RSA 169-C:31)

### **Legal References:**

NH Code of Administrative Rules, Section Ed. 306.04(a)(10), *Policy Development: Reporting of Suspected Abuse or Neglect*

RSA 169-C:29, *Child Protection Act: Persons Require to Report*

RSA 169-C:30, *Child Protection Act: Nature and Content of Report*

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

RSA 169-C:31, *Child Protection Act: Immunity from Liability*

Adopted 2001

