REPORTING CHILD ABUSE AND NEGLECT (Sample 1)

Massachusetts law: A report must be filed when a mandated reporter has knowledge or reasonable cause to believe that a person under the age of 18 is suffering abuse or neglect.

(Name of YSO): Requires <u>all</u> staff, employees and volunteers to contact the designated authority when they have knowledge or reasonable cause to believe that a person under the age of 18 is being, or has been, abused or neglected.

Any person may contact or ask to meet with (Name of designee) concerning suspected child abuse by anyone - including managers, supervisors, staff, volunteers, or another child/youth.

Reports concerning suspected, observed, or disclosed child abuse must be made to (Name of designee).

Contact (Name of designee) by dialing xxxxx from any (Name of organization) Phone or dial direct:

Direct Number 1 – (xxx) xxx-xxxx
Direct Number 2 – (xxx) xxx-xxxx
After Hours Number – (xxx) xxx-xxxx

A person who was abused as a child but is now an adult also has the right to file a report with the local District Attorney (DA):

Middlesex County DA	**Suffolk County DA**
(781) 897-8300	**(617) 619-4000**

Persons making a report about child abuse to (Name of designee) should be prepared to provide the following information (if known):

- the name/address of the child, his parents, or other person responsible for his care;
- the child's age and sex;
- the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect;
- the circumstances under which the reporter first became aware of the above;
- whatever action, if any, was taken to treat, shelter, or otherwise assist the child; and
- the name of the person or persons making such report.

(Name or YSO) will cooperate with civil authorities concerning investigations of a complaint of child abuse and support all investigations with respect for civil law and the rights of individuals.

<u>NOTE:</u> Non-mandated reporters can also report suspected abuse anonymously if preferred.