REPORTING CHILD ABUSE AND NEGLECT (Sample 2)

A report must be filed with civil authorities concerning abuse of a child or young person who is now under the age of 18:
- Civil law: When a mandated reporter has reasonable cause to believe that a person under the age of 18 is suffering abuse or neglect, they are to report it immediately to the Department of Children and Families (DCF).

- The Policy of (name of YSO) requires all staff and volunteers to contact the appropriate civil authorities when that person has knowledge or reasonable cause to suspect that a person under eighteen (18) years of age is being, or has been, abused or neglected.

MA Department of Children and Families
Local Area Office: (area code) -XXX-XXXX
After Hours Emergency: (800) 792-5200

A report concerning suspected child abuse may also be made to (name of YSO) authorities.

Any person may ask to meet with the YSO head or Child Protection Team (CPT) concerning suspected child abuse by anyone - including YSO administrators, staff, or volunteers.

Contacts on the YSO Child Protection Team

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<tr>
<th>Name/Title</th>
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<td>Business Hours: (area code) XXX-XXXX</td>
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<td>After Hours: (area code) XXX-XXXX</td>
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The policy of the (Name of YSO) also requires that all personnel and volunteers communicate:
- any complaints received concerning child abuse and neglect;
- copies of any report filed with civil authorities concerning child abuse and neglect;

to the YSO Child Protection Team or to (Name of YSO designated staff) within 24 hours

The Statutes of the State of Massachusetts

The report to DCF must be made immediately by telephone and a written report submitted within 48 hours, containing:
- the names and addresses of the child and his parents or other person responsible for his care, if known;
- the child’s age; the child’s 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 person required to report first became aware of the child’s injuries, abuse, maltreatment, or neglect;
- whatever action, if any, was taken to treat, shelter, or otherwise assist the child;
- the name of the person or persons making such report.

Policies and Procedures for Child Safety

Persons making a complaint about child abuse to the (name of YSO) will normally be asked to provide the following information:
- the name of the person against whom the complaint is made, and the name of the complainant;
- a detailed description of the alleged abuse, including relevant dates, times, and circumstances;
- the names and contact information for persons who may have knowledge of the alleged abuse.

The (name of 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.

NOTE: In the event of imminent danger to a child, (Name of YSO) property, or to (Name of YSO) personnel responsible for the child, call the local (name of city/town/county) Sheriff’s Office or Police Department for help: (area code) XXX-XXXX