

REGULATION

CHILD ABUSE AND NEGLECT

Reporting Suspected Acts of Child Abuse

All school employees and volunteers having contact with students MUST IMMEDIATELY report to proper authorities any suspected act of institutional and/or non-institutional child abuse. For the purpose of this regulation and its related policy:

1. "Institutional" is defined as a public or private facility located outside a student's home environment. This definition includes, but is not limited to, a child day care center, a public or private school building, etc.
2. "Non-institutional" is defined as any location within a student's home environment. This definition includes, but is not limited to, a student's immediate home or any location relating to a student's private life.

Any school employee or volunteer having contact with students and suspecting that a child has been abused should:

1. If it is suspected that the abusive act occurred in a non-institutional setting, call: Salem County Division of Youth and Family Services (DYFS) at (609) 935-6350.
2. If it is suspected that the abusive act occurred in an institutional setting, call: DYFS headquarters in Hammonton at (609) 567-0010.
3. Upon contacting DYFS the following information should be supplied to the organization:
 - a. The name of the child;
 - b. The age and grade of the child;
 - c. The name and address of the child's parent or guardian who has current custody and control of the child;
 - d. A description of the child's condition, including any available information concerning current or previous injuries, abuse or maltreatment; and

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- e. Any other pertinent information that the employee believes may be relevant with respect to the child abuse and/or to the identity of the alleged perpetrator.
4. Immediately after reporting the abusive act to DYFS, report it to your building principal.
5. If appropriate, have the school building nurse check the child to determine his/her physical condition and well being.
6. If, in the opinion of the school nurse, the attention of a medical doctor is needed, one should be contacted in accordance with normal school procedure.
7. The building principal MUST contact the Office of the Superintendent immediately after DYFS has been called.

Related Responsibilities of the Board of Education to DYFS

1. All school employees and volunteers are expected to facilitate a DYFS investigation in any or all of the following procedures, during the regular work day and on school property:
 - a. DYFS investigators will be permitted to interview the suspected abused child in the presence of the building principal or his/her designee. If the child is intimidated by the presence of the building administrator or his/her designee, the child may name another staff member to be present in place of the administrator or his/her designee.
 - b. Building principals will aid DYFS in the scheduling of interviews of appropriate staff members who may have information pertaining to the investigation of a child abuse case.

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- c. In conjunction with a valid investigation, appropriate school employees may release those parts of a suspected abused child's records that might pertain to the assessment or treatment of child abuse.
 - d. If it is necessary to protect the suspected abused child or take the child to another service provider and ONLY after appropriate authorization is presented by a DYFS staff member, a building principal or his/her designee may release the suspected abused child into the custody of the DYFS staff member.
 - e. If it is appropriate, a school employee and/or volunteer, will facilitate DYFS in the removal of a suspected abused child from his or her home as long as the help has to do with activities and/or action conducted on school property during the regular school day.
 - f. If a suspected abused child is to be moved to another school for his or her protection and well being, all appropriate school employees will facilitate such a move in accordance with his/her authority.
2. The Board of Education has appointed a child abuse liaison to:
- a. Facilitate communication and cooperation between the district and DYFS;
 - b. Act as a primary contact person between the district and DYFS regarding general information sharing, developing mutual training activities and other cooperative efforts necessary to facilitate the implementation of these procedures;
 - c. Provide for the delivery of information and in-service training programs to school personnel concerning child abuse, instructional methods and techniques relative to issues of child abuse in the local curriculum.