

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT CHILD ABUSE PREVENTION AND MANDATORY REPORTING PROTOCOL</b>	<b>Approved: 12/20/23</b>

I.

Child Abuse and Neglect by Parents/Person Responsible OR Sexual Abuse by Another Child

When any person employed by the North Providence School District (“NPSD”) and/or is assigned to a school has reasonable cause to know or suspect that any child, whether a student at the school or any other child, has been abused or neglected by his/her parents or other person responsible for his/her welfare or has been a victim of sexual abuse by another child, the employee shall, within twenty-four (24) hours, transfer that information to the Department of Children Youth and Families by calling the Child Abuse Hotline at 1-800-RI-CHILD. The call may be made from the telephone in the school office, or the reporter’s home or cell phone, as long as every effort is made to ensure confidentiality. Reports are taken at the Child Abuse Hotline twenty-four (24) hours per day, seven (7) days per week.

The employee shall be prepared to provide the following information, if it is available, to the person answering the Child Abuse Hotline: name, age, and grade of the child; the school name, address and telephone number; contact information on file at school for the child’s family, including the name, address and telephone number of the child’s parent(s); the condition of the child; reason for the suspicion; present location of the child; name and telephone number of the person making the report.

At the time of making the report to the DCYF Child Abuse Hotline, or as soon possible thereafter, the reporter should complete the District Incident/DCYF Reporting Form and immediately forward a copy to the school principal. The school principal should immediately forward a copy to the superintendent of the district. The original District Incident/DCYF Reporting Form should be maintained by the reporter as verification that the mandated report to DCYF has been made. The reporter should make himself/herself available as needed to provide any follow-up information to the Child Protective Investigator assigned to the case. The school principal and superintendent do not need to make an additional report to DCYF at this time.

II. Sexual Abuse by School Employee/Agent/Contractor or Volunteer

When any person employed by the North Providence School District (“NPSD”), to include agents, contractors or volunteers, and assigned to the \_\_\_\_\_ School, has reasonable cause to know or suspect that any child has been the victim of sexual abuse by an employee, agent, contractor or volunteer of any educational program, must immediately transfer this information to the principal of above school or his/her designee. The victimized child need not be a current student or have been a

student at the school at any time and the sexual abuse need not have occurred during the school day or have taken place on school premises. Even if you do not know or have a reasonable suspicion as to the identity of the perpetrator, you still must report.

The principal or his/her designee must, within twenty-four (24) hours, transfer that information to the Department of Children Youth and Families by calling the Child Abuse Hotline at 1-800-RI-CHILD. The call may be made from the telephone in the school office, or the reporter's home or cell phone, as long as every effort is made to ensure confidentiality. Reports are taken at the Child Abuse Hotline twenty-four (24) hours per day, seven (7) days per week.

The principal shall be prepared to provide the following information, if it is available, to the person answering the Child Abuse Hotline: name, age, and grade of the child; the school name, address and telephone number; contact information on file at school for the child's family, including the name, address and telephone number of the child's parent(s); the condition of the child; reason for the suspicion; present location of the child; name and telephone number of the person making the report.

At the time of making the report to the DCYF Child Abuse Hotline, or as soon possible thereafter, the reporter should complete the District Incident/DCYF Reporting Form and immediately forward a copy to the school superintendent. The original District Incident/DCYF Reporting Form should be maintained by the reporter as verification that the mandated report to DCYF has been made. The reporter should make himself/herself available as needed to provide any follow-up information to the Child Protective Investigator assigned to the case. The superintendent does not need to make an additional report to DCYF.

### III. Reporting/Non-Reporting Liability

Any person making or participating in making a good faith report has immunity from any civil or criminal liability (RIGL § 40-11-4).

Any person who knowingly fails to report or prevents any person from making a reasonable report is subject to a fine of \$500.00 or imprisonment up to one year or both (RIGL § 40-11-6.1). Such person may also be subject to discipline up to and including termination of employment.

### IV. Confidentiality

All records concerning reports of child abuse and neglect, including reports made to DCYF Hotline, are confidential and must not be disclosed, except when otherwise permitted by law (RIGL § 40-11-13).

Records maintained at the school or in the central office that are related to reports of child abuse and neglect should be retained separate from the student's educational records and retained only so long as deemed appropriate by the district's legal counsel.