

Policy for Reporting Child Safety Issues at the Cutler Memorial Library, Plainfield, Vermont

Anyone who works with children under the auspices of the Cutler Memorial Library, whether they are volunteers, contractors, or staff, is obligated to tell the library director any concern they may have about a child's safety based on either visual clues or statements by the child or others. The report should be made as soon as possible and as thoroughly as possible, preferably on the same day that the worker has the concerns. If the library director is not working on that day the report must be made to the staff/volunteer at the desk. That person should then attempt to get in touch with the director. If the director is away, then the report must be made to the Chair of the Board of Trustees.

To be informed about reporting and Vermont rules, the library director must attend the two-hour online class for mandated reporters on the website of the Vermont Department of Children and Families (even though librarians are not mandated reporters).

The library director or board chair shall then determine if a report needs to be made. If school is in session, the first step should be to call the principal at the child's school to see if there has already been a report made to the Department of Children and Families (DCF) about this child. If so, there will be a case number for you to use. The next step is to call DCF (1-800-649-5285) and either add your new information to the case they already have or have them begin a new case. They ask that you gather as much info as possible before you call: Child's name, date of birth, race and ethnicity, home address, school or childcare provider, and the names of the parents or guardians.

September, 2023