School Administrative Unit # 77
Monroe School District
School Board Policy

JLF

FIRST READING: 09/21/2020	ADOPTED: 10/05/2020	REVISED: 01/21/2025

Reporting Child Abuse or Neglect

A) **Statutorily Mandated Reporting – All Persons.**

Under New Hampshire law (RSA 169-C:29), every person who has "reason to suspect" that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) **or directly to the police.** Under RSA 169-C:30, the initial report **"shall be made immediately via telephone or otherwise."**

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution and potential personal liability, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a "credential holder", as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

To report child abuse or neglect to **DCYF**, **call 24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

1) **The initial report should contain to the extent known:**

   a) the name and address of the child suspected of being abused or neglected,

   b) the person responsible for the child's welfare,

   c) the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),

   d) the identity of the person or persons suspected of being responsible for such neglect or abuse; and

   e) any other information that might be helpful in establishing neglect or abuse.

2) **Modes of Reporting.** When making a report to DCYF Central Intake, there are 3 modes of reporting that the Central Intake Service Provider will inform you about before you proceed to the actual report. The modes of reporting are:

   a) Disclosure Allowed - The Caller/Reporter provides all their identifying information to DCYF, and it may be provided to the child's family upon request.

b) Disclosure NOT Allowed – The Caller/Reporter provides all their identifying information to DCYF; however, information is redacted in official paperwork provided to the child's family unless the case goes on to prosecution. At prosecution, identifying information in all reports becomes public record.

c) Anonymous - The Caller/Reporter calls the (603) 271-6562 number, blockers their "Caller ID" when calling DCYF, and does not provide any of their identifying information (personal or organizational). If calling anonymously, be sure to get the "Report Number" from Central Intake for your call and document it on the Monroe School District Reporting Form. It is the only proof the caller/reporter made the report to DCYF.

3) **Required reporting mode for school employees, volunteers and contracted service providers.** Notwithstanding that state law allows an anonymous mode of reporting to DCYF, it is the policy of the District that employees, volunteers and contracted service providers who are making a report to DCYF regarding a child/family involved with the District make such report using the "Disclosure Allowed" or as "Disclosure NOT Allowed" modes. This will help ensure there is a legal record of the report being made on behalf of the District. If there are concerns about these reporting modes due to potential retaliation from the family or others, consult the Principal for support.

B) **Additional provisions relating to school employees, volunteers and contracted service providers.** Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report their suspicions to the Principal or other supervisor. This initial report may be made orally, but must be supplemented with an original completed form JLF-F(1) "Child Abuse and/or Neglect Reporting Form" as soon as practicable after the initial report, but in no event longer than one calendar day.

1) Request for Assistance in Making Initial Report.

The initial report to the Principal/ supervisor may be made prior to the report to DCYF/law enforcement, but only if:

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall they attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**

b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

2) Principal's Action upon Receiving Report or Information of Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/ supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

The Principal shall forward the original completed form to the Superintendent within twenty-four (24) hours if it is available. If the completed form is not yet available, then the Principal shall forward a written report including the relevant information, such as:

- the identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);
- the identities of siblings or other children in the household of the child(ren) who is the subject of the report;
- information relating to the fact that a report was made to DCYF (e.g. the date, the mode, the person who made the report and **the DCYF report number);** and
- any other information requested by the Superintendent, law enforcement or DCYF.

The Principal will follow that initial report with the completed, original JLF-F(1) as soon as it is available from the original reporter. **Such reports shall be maintained permanently in a separate file within the SAU office and not as part of any involved student's file.**

3) Personal Notes of Reports. Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.)is encouraged to create and maintain **personal notes** reflecting the information they have relative to the nature of the report, as well as information pertaining to the fact of the report (e.g., the date, time, person making, and mode of the report), and the DCYF report number.

4) Additional Reporting Requirements. Employees/contract providers are also reminded of the requirements to report any act of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Board Policy *JICK*, and hazing under RSA 671:7. See also Board Policy GBEAB. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C) **Signage, Notification and District Reporting Form.**

The Superintendent is directed to ensure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families or available from the Granite State Children's Alliance, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website. Finally, the Superintendent shall ensure that the Form is readily available to all staff members, either in hard copy form, or through the District's or school websites.

D) **Training Required.**

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with biennial renewal training thereafter, on the mandatory reporting requirements, this policy, and the materials described in Board policy GBCE and RSA 189:13-a, XII.

Legal References:
NH Statutes
RSA 169-C
RSA 169-C:29-39
RSA 189:13-a
RSA 189:72
RSA 193-D:4
NH Dept of Ed Regulation
NH Code of Admin. Rules, Ed 510.05(e)
NH Code of Administrative Rules, Ed 306.04(a)(10)

Cross References:
ACAC
GBCE
GBEAB
IJOC
IJOC-R
JICK
JKAA