

REPORTING KNOWN OR SUSPECTED CHILD ABUSE AND/OR NEGLECT

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As an employee of the Providence Public School District (PPSD), you must be familiar with RI General Law 40-11-3 and the protocols below for reporting known or suspected child abuse and/or neglect. If you witness or become aware of sexual assault, physical abuse or neglect of a child, you are a mandatory reporter and must take the following actions:

Step One: If you are a PPSD-staff member based in a school, you must immediately contact the building principal (the term “building principal” shall also include any person identified as the “designee,” by the principal to be in charge of the school in his/her absence) when an incident of alleged child abuse or neglect is reported to you or when you suspect child abuse or neglect. This person cannot be a school clinician (Social Worker, School Psychologist). If your principal is unavailable, please notify the principal’s designee at the school. You must have a conversation with a live person. An email, voicemail or text alone will not suffice.

If you are a PPSD staff member who is not school-based, such as an employee at central office or registration, you must notify the Director of School Operations and the **Director of Student Support Services**. If the directors of school operations and student supports are not available, please contact the **Assistant Superintendent of Administration and appropriate network transformation officer**. You must have a conversation with a live person. An email, voicemail or text alone will not suffice.

Step Two: The building principal or director of school operations (only)- must immediately notify the Department of Children, Youth and Families (DCYF) at 1(800) RI-CHILD, 1(800) 742-4453; please note this is a 24-hour number. The building principal or director of school operations may, at his/her discretion, choose to include the reporting staff member on the call to DCYF. The building principal or director of school operations must document his/her conversation with the DCYF representative on the Critical Incident Report document. Please be sure to document the following:

- Name of the DCYF contact with whom you spoke.
- The date and time of your conversation.
- A description of what both parties said.
- Any guidance DCYF provided

The reporting employee must provide DCYF with his/her name and contact information as well as the name, title and contact information of every employee known to have knowledge of the allegation. No anonymous calls are permitted.

WHEN APPLICABLE : *When an allegation of child abuse is made against a PPSD staff member* the building principal or director of school operations must contact the designated human resources manager immediately after contacting DCYF. If the principal or director is unable to make contact, he/she should call the Executive Director of Human Resources and/or Deputy Superintendent of Operations, if the Executive Director is unavailable.

Step Three: Per the School Emergency Preparedness Plan, a Critical Incident Report must be submitted for **all** instances of alleged abuse or assault and must include a checklist of the required notifications to DCYF and all appropriate entities. Critical Incident Reports will be forwarded to Providence Police Department, which will serve as official notification to them. Principals must provide their Principal Supervisor with this information. The director of school operations must do the same for the Assistant Superintendent of Administration.

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation's colleges and universities, and in their chosen professions.