

Rocky Hill Congregational Church
Board for Christian Education

Procedures for:

Emergency Injury or Illness to a Child

Fire Emergency

Discipline

Recognizing and Reporting Child Abuse and Neglect

Sexual Misconduct and Harassment

Emergency Injury or Illness to a Child

In case of emergency injury or illness to a child:

One Teacher will administer first aid to a child whose injury or illness occurs during Sunday school. The teacher will comfort and stay with the child until the parents can be found.

One teacher will take responsibility for all other children in the classroom.

The Director of Christian Education or Hall Monitor will be responsible for finding the parents.

Fire Emergency Procedure

1. At the beginning of the school year, teachers should review the evacuation plans with the class several Sundays.
2. During evacuation, children line up silently, single file at the classroom door with a teacher.
3. The second teacher closes any open windows and checks bathroom for any missing children.
4. Class evacuates to the sidewalk outside church where roll call is taken.

A copy of Evacuation floor plan is posted in each classroom.

Discipline Policy

If a child is disruptive to the point of bothering others or interrupting the routine of the class, the child will be dealt with in a positive manner. First, the child will be reminded of what the rules are and why they need to be followed. If necessary, “timeout” will be suggested for a cool down period, which will take place in the classroom.

If the child can not regain some measure of control, the teacher will notify the Director of Christian Education who will locate the parents.

At NO time will a child be dealt with in a harsh or negative manner, verbally or otherwise. Abusive, neglectful, corporal, humiliating or frightening punishment is prohibited, as is any physical restraint unless restraint is necessary to protect the health and safety of the child or others.

Recognizing and Reporting Child Abuse and Neglect

The Rocky Hill Congregational Church Sunday School is **NOT** a mandated reporter of suspected child abuse or neglect because our teachers are all volunteers. The clergy and paid staff are considered mandated reporters. The Trustees will provide policy for their direction.

However, The Board for Christian Education asks each teacher to review the reference sheet titled “Recognizing Child Abuse and Neglect”. If a serious case for abuse and/or neglect is noticed, the teacher should consider discussing with the Director of Christian Education , who is considered to be a mandated reporter.

Definitions of abuse and neglect:

Abuse, as defined by the Department of Children and Families (DCF) is non-accidental physical injury (ies) to a child or injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglect, as defined by the Department of Children and Families (DCF) is a child who has been abandoned, is being denied proper care and attention physically, educationally, emotionally, or morally , or is being permitted to live under conditions, circumstances or associations injurious to his /her well being.

Sexual Misconduct and Harassment

Sexual misconduct is non-consensual, intentional physical contact of a sexual nature, which includes, but is not limited to, unwelcome physical contact with a person's genitals, buttocks, or breasts. Lack of consent may be inferred from the use of force, coercion, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.

Sexual harassment is a form of illegal sex discrimination under federal, state, and local laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Depending on the circumstances, sexual harassment may include, but is not limited to:

- sexual innuendo, jokes, and other sexually suggestive comments or references to sex or gender-specific traits
- abusive written notes, e-mail, graffiti, telephone calls, or facsimiles that are sexual in nature
- sexual propositions, insults, or threats
- persistent unwanted sexual/romantic attention
- leering, whistling, or other sexually suggestive or insulting sounds or gestures
- displaying pictures, calendars, cartoons, or other material with sexual content
- coerced or unwelcome touching, patting, brushing up against, pinching, kissing, stroking, massaging, squeezing, or tickling
- subtle or overt pressure for sexual favors

- coerced sexual intercourse (e.g., as a condition of employment or academic status)

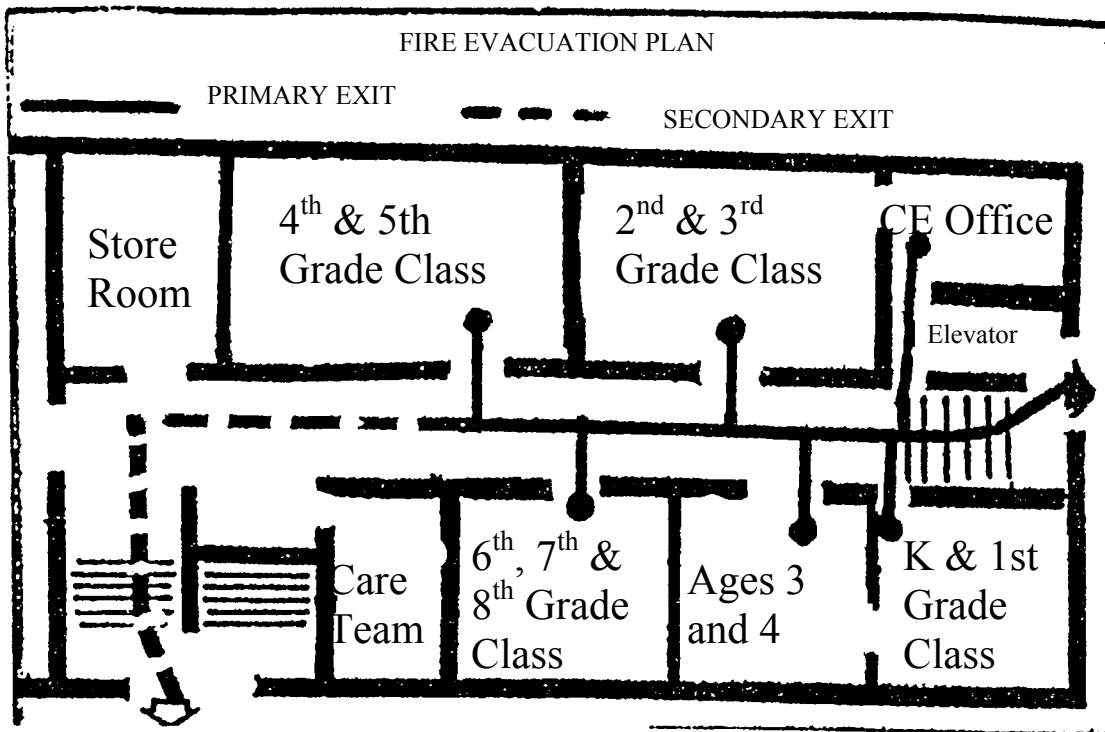
These definition are taken from Title 29, Chapter 14 of the Equal Employment Opportunity Commission.

In an effort to minimize the exposure of our Sunday School teachers, the following steps have been taken by the Board of Christian Education:

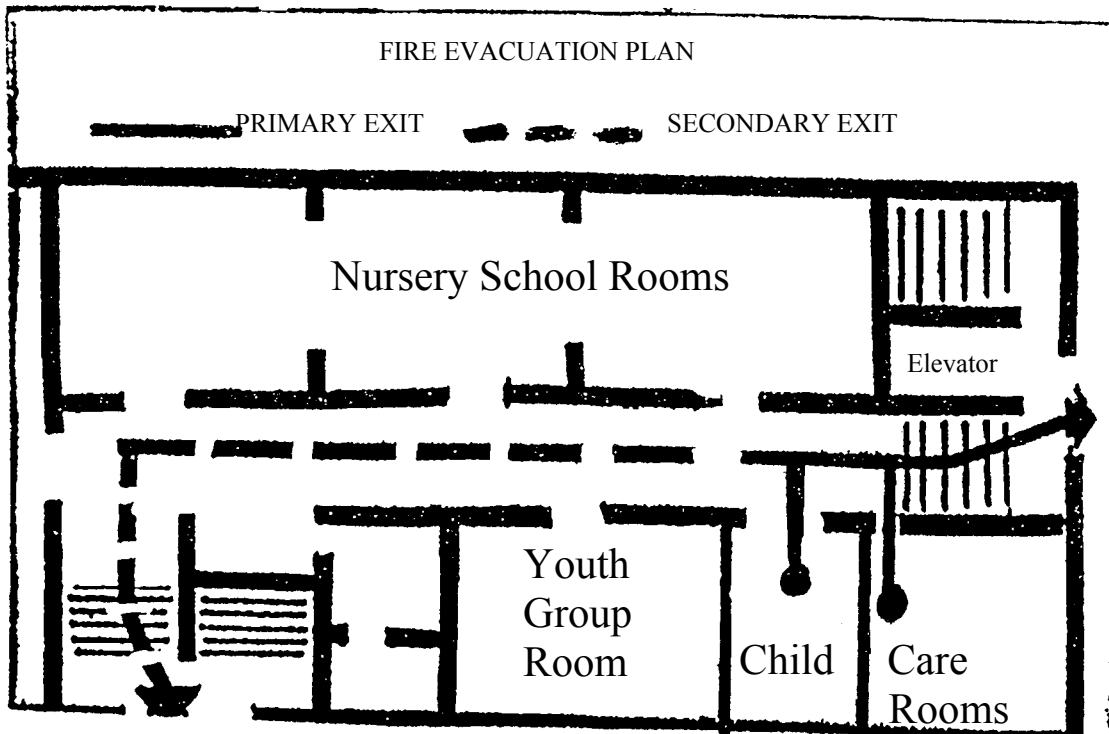
1. References and materials on understanding the nature of child abuse and sexual misconduct will be included as part of annual teacher training .
2. References and materials on the prevention and recognition of the above and how to respond to it, will be included as part of annual teacher training
3. At least two teachers (For the entire Sunday School) will be Red Cross certified for CPR and First Aid.**
4. Two teacher rule in classroom at all times.**
5. Open door policy – any parent/guardian is welcome at any time in any classroom. No prior notice is required.
6. Written policy for disciplining children
7. Written fire evacuation procedures.
8. Posted fire evacuation routes and required drills take place at least once in the school year.
9. Keep an up to date packet on mandated reporter procedures and contacts.

**We will be working toward some of these policies over the next school year.

2nd Floor Level



Basement Level



Recognizing Child Abuse and Neglect

The most common way to identify child maltreatment is through the child and parent's behavior. Here is a list of the key physical and behavioral indicators of each type of maltreatment. A combination or pattern of indicators should especially alert you to the possibility of maltreatment.

CHILD INDICATORS		CARETAKER INDICATORS	
	Physical Signs	Child's Behavior	
PHYSICAL ABUSE	<ul style="list-style-type: none"> unexplained bruises, welts or abrasions <ul style="list-style-type: none"> - in various stages of healing - in shape of object (cord, rope, belt buckle) - human bite marks unexplained burns <ul style="list-style-type: none"> - cigarette (on soles, palms, back, buttocks) - immersion (sock or glove-like) unexplained broken bones <ul style="list-style-type: none"> - especially in skull, nose, face - in various stages of healing 	<ul style="list-style-type: none"> reports injury by a parent (or threatened injury) shrinks from adults' touch frightened of parents afraid to go home withdrawn or aggressive complains of soreness, moves uncomfortably wears clothing inappropriate to weather reluctant to change clothes 	<ul style="list-style-type: none"> offers vague, illogical, contradictory or no explanation of child's injury attempts to conceal child's injury delays, or does not seek, medical treatment for injury when warranted uses harsh discipline inappropriate to child's age and transgression has unrealistic expectations of child significantly misperceives child (e.g. sees child as bad, stupid, different) misuses alcohol or drugs
SEXUAL ABUSE	<ul style="list-style-type: none"> tom, stained or bloody underwear difficulty walking or sitting pain or itching in genital area bruises or bleeding in external genitalia frequent urinary or genital infections veneral disease, especially in pre-teens 	<ul style="list-style-type: none"> reports sexual assault by caretaker reluctant to change clothes withdrawal, fantasy or infantile behavior bizarre sexual behavior or detailed sexual knowledge, especially in young children poor peer relationships 	<ul style="list-style-type: none"> extremely protective or jealous of child sexually abused as a child misuses alcohol or drugs non-abusing caretaker/spouse is frequently absent from home
EMOTIONAL ABUSE	<ul style="list-style-type: none"> speech disorders lags in physical development failure-to-thrive 	<ul style="list-style-type: none"> sucking, biting, rocking in older child antisocial, destructive (and self-destructive) sleep disorders, inhibition of play compliant/passive or aggressive/demanding inappropriately adult or infantile developmental lags (emotional, intellectual) attempts suicide 	<ul style="list-style-type: none"> excessively blames or belittles child repeatedly ignores or rejects child treats siblings unequally seems unconcerned about child's problems unreasonable demands or impossible expectations without regard to child's developmental capability
NEGLECT	<ul style="list-style-type: none"> constant hunger, poor hygiene, inappropriate dress consistent lack of supervision, especially in dangerous activities or for long periods lack of needed medical or dental care abandonment 	<ul style="list-style-type: none"> arrives early at school, stays late; often absent; often falls asleep in class begs, steals food constant fatigue, listlessness says there is no caretaker shunned by peers 	<ul style="list-style-type: none"> misuses alcohol or drugs maintains chaotic home consistently fails to keep appointments demonstrates apathy or hopelessness has mental health problems

To report suspected child abuse or neglect call the Child Abuse & Neglect Helpline at 1-800-392-1300.

RHCC: Policy for Recognizing and Reporting Child Abuse and Neglect

The Rocky Hill Congregational Church (RHCC) has formulated the following policy statement and procedures concerning child abuse and neglect. The policy follows the mandates, requirements, and guidelines set forth by the Connecticut Department of Children and Families.

1. Who is required to report?

According to the *Connecticut Child Abuse Reporting Laws* (see Ref #1, p. 1) clergy are mandated by law to report suspected child abuse and neglect. This category would include the Senior Pastor, Associate Pastor, Director of Christian Education and Director of Music.

2. What must be reported?

A report must be made if there is any reason to suspect or believe that a child attending the church “has been abused, neglected or is placed in imminent risk of serious harm by a person responsible for the child’s health, welfare or care, or by a person given access to the child by the responsible person.”(Ref #1, p.2)

Definitions of abuse and neglect.

Abuse, as defined by the Department of Children and Families (Ref #1, p. 2) is non-accidental physical injury (ies) to a child or injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglect, as defined by the Department of Children and Families (Ref #1, p. 2) is a child who has been abandoned, is being denied proper care and attention physically, educationally, emotionally, or morally , or is being permitted to live under conditions, circumstances or associations injurious to his /her well being.

Information to be reported.

The mandated reporter must provide specific information (child’s name, age, gender, nature of injury, date , etc.). A list of required information, if known, is included in Ref #1, p.2.

3. How and to whom must the report be made?

The mandated reporter must make an oral report to CDCF, or a law enforcement agency, within 24 hours of suspecting that a child has been abused or neglected. The report is followed by a written report on form DCF-136 (See Ref #2 for a sample of the form) within 48 hours of the oral report. The information/content and procedures for these reports are outlined on pages 2 and 3 of Reference #1.

A copy of the written report must be sent to the head of the facility or designee. For RHCC, that person would be the Senior Deacon of the Rocky Hill Congregational Church.

There is a 24 hour-a-day Hotline to be used for reporting suspected child abuse or neglect.

Child Abuse & Neglect Hotline 1-800-842-2288

TDD number 1-800-624-5518

The RHCC is in the North Central Region of Connecticut Department of Children and Families which is located at 505 Hudson Street, Hartford, CT 06106. The telephone number is (860) 418-8000.

4. Additional information and guidelines.

Due to the severity of child abuse and the resulting legal responsibilities and requirements, the CDCF has stated guidelines and procedures to be followed by the mandated reporter. Each of the following categories are defined/explained in the CDCF document, *Connecticut Child Abuse Reporting Laws*, (Ref #1)”

Anonymity (p. 3)

Immunity and penalty (p.4)

Informing the family (p.4)

Investigations of reports (p.4-5)

Suspected abuse by a member of an institution or facility providing child care (p.6)

5. Recognizing child abuse and neglect.

Recognizing the signs or indicators of any form of maltreatment can be complicated. The clergy must be aware of any variations from normal behaviors or outward sign of physical harm. The CDCF had provided a chart (see Ref #1, p.8) that lists some child behaviors and caretaker behaviors in relation to physical abuse, sexual abuse, emotional abuse, and neglect. It should be an important reference for the clergy and other staff members associated with the RHCC.

6. Who should read and be aware of this policy?

This policy, *Recognizing and Reporting Child Abuse and Neglect*, should be read by all members of the Board for Christian Education, the Diaconate, the Council, the Board of Trustees and the Music Committee.

What mandated reporters need to know about

Connecticut Child Abuse Reporting Laws

The following is an outline of the legal requirements of "mandated reporters," those professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect.

For a complete copy of the law, refer to Connecticut General Statutes, Section 17a-101.

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Who must report

- ✓ Chiropractors
- ✓ Clergy
- ✓ Dental Hygienists
- ✓ Dentists
- ✓ Domestic Violence Counselors
- ✓ Licensed Marital and Family Therapists
- ✓ Licensed or Unlicensed Resident Interns
- ✓ Licensed or Unlicensed Resident Physicians
- ✓ Licensed Physicians
- ✓ Licensed Practical Nurses
- ✓ Licensed Substance Abuse Counselors
- ✓ Licensed Surgeons
- ✓ Medical Examiners
- ✓ Mental Health Professionals
- ✓ Any person paid to care for a child in any public or private facility, day care center or family day care home which is licensed by the State.
- ✓ Optometrists
- ✓ Osteopaths
- ✓ Pharmacists
- ✓ Physical Therapists
- ✓ Physician Assistants
- ✓ Podiatrists
- ✓ Police Officers
- ✓ Psychologists
- ✓ Registered Nurses
- ✓ School Guidance Counselors
- ✓ School Paraprofessionals
- ✓ School Principals
- ✓ School Teachers
- ✓ Sexual Assault Counselors
- ✓ Social Workers

What must be reported

- Mandated reporters are required to report, or cause a report to be made, when, in their professional capacity, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm by a person responsible for the child's health, welfare or care, or by a person given access to the child by the responsible person. (Connecticut General Statutes 17a-101a)
- Child abuse is defined as: a child who has had non-accidental physical injury(ies) inflicted upon him, or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (CGS 46b-120)
- Child neglect is defined as: a child who has been abandoned, is being denied proper care and attention physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (CGS 46b-120)
- When making a report, a mandated reporter is required to provide the following information, if known:
 - names and addresses of the child and his parents or responsible caregiver
 - child's age and gender
 - nature and extent of injury(ies), maltreatment or neglect
 - approximate date and time the injury, maltreatment or neglect occurred
 - information about previous injury, maltreatment or neglect of the child or siblings
 - circumstances in which the injury(ies), maltreatment or neglect came to be known to the reporter
 - name of the person suspected to have caused the injury, maltreatment or neglect
 - any other information the reporter believes would be helpful
 - any action taken to treat or help the child.
- Mandated reporters who, *outside* of their professional capacity, have reasonable cause to suspect or believe that a child under the age of 18 is in imminent risk of being abused or has been abused or neglected, can and should make a report to the Hotline.

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How to report

- Mandated reporters must report orally to DCF or a law enforcement agency within 24 hours of suspecting that a child has been abused or neglected. (DCF is required to tape record all reports to the Hotline.)

- Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136 form) to DCF.
 - Mandated reporters who believe that a child has been abused, neglected or placed at imminent risk of serious injury by a staff member of a public or private institution or facility that provides care for such child, or a public or private school, must report directly to DCF or the police, and also notify the person in charge of the school or facility that a report has been made.
- After making a report, mandated reporters who are members of the staff of a public or private institution or facility that cares for children, or a public or private school must also submit a copy of the written report to the head of the facility or designee.
 - In the case of a report concerning a certified public school employee, a copy of the written report must also be sent by the person in charge of the facility to the Commissioner of Education.
 - In the case of a report concerning an employee of a facility or institution that provides care for a child that is licensed by the state, a copy of the written report must also be sent by the mandated reporter to the executive head of the state licensing agency.
- Police must report to DCF immediately upon receipt of any oral report of abuse or neglect.
- DCF reports to the police within 24 hours upon receipt of a report alleging sexual abuse or serious physical abuse or serious neglect.

* * *

Anonymity

- Mandated reporters are required to give their name when they make a report to DCF. This greatly aids in the investigation of the report. However, reporters may request anonymity to protect their privacy from the family.

This means that DCF would not disclose their name or identity unless mandated to do so by law (CGS, Sections 17a-28 and 17a-101).

Unless a reporter gives written consent, his/her name will not be disclosed except to:

- a DCF employee
- a law enforcement officer
- an appropriate state's attorney
- an appropriate assistant attorney general
- a judge and all necessary parties in a court proceeding
- a state child care licensing agency, executive director of any institution, school or facility, or superintendent of schools.

Also, if DCF suspects or knows that the reporter knowingly made a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and to the alleged perpetrator of the incident.

Immunity and penalty

- Immunity from civil or criminal liability is granted to people who make required reports in good faith.
- Immunity is also granted to people who in good faith have not reported. However, failure to report as required by law could result in fines of up to \$500. In addition, mandated reporters could also be sued for damages if further injury is caused to the child because they did not act.
- Anyone who knowingly makes a false report of child abuse or neglect may be fined up to \$2,000 or imprisoned for not more than one year, or both. The identity of any such person shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse.
- Employers may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding. The attorney general can bring a court action against any employer who violates this provision, and the court can assess a civil penalty of up to \$2,500 plus other equitable relief.

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Informing the family

- Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.

When a child is suspected of being abused, neglected or placed at imminent risk of serious harm by a member of the staff of a private or public school or an institution that cares for the child, the person in charge of the school or facility *must* immediately notify the child's parent or other person responsible for the child's care that a report has been made.

Health care professionals *may need* to talk with parents to assess the cause of a child's injuries. Mental health professionals or members of the clergy may *want* to talk with parents in order to offer support and guidance.

However, in cases of serious physical abuse or sexual abuse, it may *not* be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and interfere with a possible criminal investigation.

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Investigations of reports

- DCF is responsible for immediately evaluating and classifying all reports of suspected abuse/neglect/imminent risk.
- If the report contains sufficient information to warrant an investigation, DCF must make its best effort to begin an investigation within two hours if there is an imminent risk of physical harm to a child or another emergency; and within three days for all other reports.
- In all cases, DCF must complete the investigation in 30 calendar days.

- When conducting a child abuse/neglect investigation, DCF or a law enforcement agency must coordinate activities to minimize interviews with any child.
- DCF must obtain consent of the parent, guardian or person responsible for the child's care for any interview, unless DCF has reason to believe such person or a member of the child's household is the alleged perpetrator.

When such consent is not required, the interview must be conducted in the presence of a 'disinterested adult' (typically, a person who is impartial and has no self-interest in the case). If a disinterested adult is not available after reasonable search and immediate access is necessary to protect the child from imminent risk of serious harm, DCF or a law enforcement agency will still interview the child.

- If, after the investigation has been completed, serious physical abuse or sexual abuse is substantiated, DCF must notify the local police, and either the Chief State's Attorney/designee or a state's attorney in the judicial district in which the child resides or in which the abuse occurred. A copy of the investigation report must also be sent.

* * *

Suspected abuse by a school employee

- As noted, mandated reporters are required to report any suspected child abuse, neglect or imminent risk of serious harm directly to DCF or the police. This includes situations when the alleged perpetrator is a school employee. Then the reporter must notify the head of the school that a report has been made.
- Investigations of suspected child abuse/neglect/imminent risk of serious harm by a school employee are conducted by DCF.
- If, after such an investigation, DCF has reasonable cause to believe that a child has been abused by a certified public school employee (in a position requiring a certificate), DCF shall notify the superintendent and provide records concerning such investigation.
- The superintendent must suspend such employee. The suspension will be with pay, and will not diminish or terminate the employee's benefits.

Within 72 hours after such a suspension, the superintendent shall notify the local or regional board of education and the Commissioner of Education of the reasons for and conditions of the suspension.

The superintendent shall disclose the DCF records to the Commissioner of Education and local or regional boards of education or their attorney for purposes of review of employment status or certification.

The suspension will remain in effect until the local Board of Education takes action.

If the employee's contract is terminated, the superintendent shall notify the Commissioner of Education or his representative within 72 hours. The Commissioner of Education may then commence certification revocation proceedings.

- The superintendent may suspend any other school staff member in similar circumstances.

- The state's attorney must notify the superintendent, or supervising agent of a non-public school, and the Commissioner of Education when a certified school employee, or any person holding a certificate issued by the State Board of Education, is convicted of a crime involving an act of child abuse or neglect.

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Suspected abuse by a member of an institution or facility providing child care

- Whenever DCF, based on the results of an investigation, has reasonable cause to believe that a child has been abused or neglected by a staff member of a public or private institution or facility providing child care, DCF shall notify the institution, school or facility, and provide records concerning the investigation to the executive director. If the facility is licensed by the state for the caring of children, DCF shall notify the state agency that licenses it and provide records concerning the investigation.

The institution may suspend the employee. The suspension must be with pay, not diminish or terminate the employee's benefits, and remain in effect until resolved by the person's employer.

To report suspected child abuse or neglect, call:

Child Abuse & Neglect Hotline

(24 hours a day)

1-800-842-2288

TDD number:

1-800-624-5518

If you are unsure if a situation is reportable under the law, call the Child Abuse & Neglect Hotline; the staff will be happy to discuss the situation with you.

If you have any questions, feel free to call the information and referral staff at the Child Abuse & Neglect Hotline (1-800-842-2288), or your local DCF office.

NORTHWEST REGION

Waterbury • (203) 759-7000

Danbury • (203) 797-4040

Torrington • (203) 207-5100

SOUTHWEST REGION

Bridgeport • (203) 365-6200

Stamford • (203) 348-5865

Norwalk • (203) 899-1400

NORTH CENTRAL REGION

Hartford • (860) 418-8000

New Britain • (860) 832-5200

Manchester • (860) 533-3600

SOUTH CENTRAL REGION

New Haven • (203) 786-0500

Meriden • (203) 238-6185

Middletown • (860) 638-2100

EASTERN REGION

Norwich • (860) 886-2641

Willimantic • (860) 450-2000

REPORT OF SUSPECTED CHILD ABUSE/NEGLECT

DCF-136 (REV. 10/07)

REF #2



HOTLINE
1-800-842-2288

See the reverse side of this form for a summary of Connecticut law. Within forty-eight hours of making an oral report, a mandated reporter shall submit a written report (DCF-136) to the Hotline concerning the protection of children.

Please print or type

CHILD'S NAME	<input type="checkbox"/> Male <input type="checkbox"/> Female	AGE OR BIRTH DATE
CHILD'S ADDRESS		
NAME OF PARENTS OR OTHER PERSON RESPONSIBLE FOR CHILD'S CARE	ADDRESS	
WHERE IS THE CHILD STAYING PRESENTLY IF NOT AT HOME?	DATE PROBLEM(S) NOTED	
NAME OF HOTLINE WORKER TO WHOM ORAL REPORT WAS MADE	DATE OF ORAL REPORT	DATE AND TIME OF SUSPECTED ABUSE/NEGLECT
NAME OF SUSPECTED PERPETRATOR, IF KNOWN	ADDRESS	RELATIONSHIP TO CHILD

NATURE AND EXTENT OF THE CHILD'S INJURY(IES), MALTREATMENT OR NEGLECT:

FORMATION CONCERNING ANY PREVIOUS INJURY(IES), MALTREATMENT OR NEGLECT OF THE CHILD OR HIS/HER SIBLINGS.

LIST NAMES AND AGES OF SIBLINGS, IF KNOWN.

DESCRIBE THE CIRCUMSTANCES IN WHICH THE INJURY(IES), MALTREATMENT OR NEGLECT CAME TO BE KNOWN TO THE REPORTER.

WHAT ACTION, IF ANY, HAS BEEN TAKEN TO TREAT, PROVIDE SHELTER OR OTHERWISE ASSIST THE CHILD?

REPORTER'S NAME AND AGENCY	ADDRESS	TELEPHONE NUMBER
REPORTER'S SIGNATURE	POSITION	DATE

WHITE COPY: TO HOTLINE PO BOX 882 MIDDLETOWN, CONNECTICUT 06457

YELLOW COPY: REPORTER COPY

SUMMARY OF LEGAL REQUIREMENTS CONCERNING CHILD ABUSE/NEGLECT

PUBLIC POLICY OF THE STATE OF CONNECTICUT

To protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent safe and safe environment for children when necessary; and for these purposes to the reporting of suspected child abuse, investigation of such reports by a social agency, and provision of services, where needed, to such child and family.

WHO IS MANDATED TO REPORT CHILD ABUSE/NEGLECT?

Battered Women's Counselors	Osteopaths
Chiropractors	Pharmacists
Clergymen	Physical Therapists
Dental Hygienists	Physician Assistants
Dentists	Podiatrists
Licensed Marital and Family Therapists	Police Officers
Licensed or Unlicensed Resident Interns	Psychologists
Licensed or Unlicensed Resident Physicians	Registered Nurses
Licensed Physicians	School Guidance Counselors
Licensed Practical Nurses	School Paraprofessionals
Licensed Substance Abuse Counselors	School Principals
Licensed Surgeons	School Teachers
Medical Examiners	Sexual Assault Counselors
Mental Health Professionals	Social Workers
Optometrists	

Any person paid to care for a child in any public or private facility, day care center or family day care home which is licensed by the State.

DO THOSE MANDATED TO REPORT INCUR LIABILITY?

No. Any person, institution or agency which, in good faith, makes or does not make a report, shall be immune from any civil or criminal liability provided such person did not perpetrate or cause such abuse or neglect.

IS THERE A PENALTY FOR NOT REPORTING?

Yes. Any person, institution or agency required to report who fails to do so shall be fined not more than \$500.00.

IS THERE A PENALTY FOR MAKING A FALSE REPORT?

Any person, institution or agency who knowingly makes a false report of child abuse or neglect shall be fined not more than \$2,000.00 or imprisoned not more than one year or both. The identity of such person shall be disclosed to the appropriate law enforcement agency and to the alleged perpetrator of the abuse.

WHAT ARE THE REPORTING REQUIREMENTS?

- An oral report shall be made by a mandated reporter by telephone or in person to the Hotline or to a law enforcement agency within twenty-four hours of having, in their professional capacity, reasonable cause to suspect or believe that a child has been abused or neglected. If a law enforcement agency receives an oral report, it shall immediately notify Hotline. Within forty-eight hours of making an oral report, a mandated reporter shall submit a written report to Hotline.
Note: Oral reports to the Hotline shall be recorded on tape.

If the mandated reporter is a staff person of a public or private school, institution or facility that provides care for the child, the reporter shall also submit a copy of the written report to the person in charge or the person's designee.

- In the case of a report concerning a certified school employee, a copy of the written report shall also be sent to the Commissioner of Education or his representative, by the person in charge of the institution, school or facility
- In the case of an employee of a facility or institution which is licensed by the State, a copy of the written report shall also be sent to the executive head of the state licensing agency.

WHAT MUST BE REPORTED?

If in your professional capacity, you have reasonable cause to suspect or believe any of the following has been inflicted upon a child or youth by a person responsible for such child's health, welfare or care, or by a person given access to such child by such responsible person, you are mandated to report it.
Note: A non-mandated reporter may report in danger of abuse.

Child Abuse: any child or youth who has a non-accidental physical injury, or injuries are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect: any child or youth who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his well-being.

Exception: The treatment of any child by an accredited Christian Science practitioner shall not of itself constitute neglect or maltreatment.

Child Under 13 with Venereal Disease: a physician or facility must report to Hotline upon the consultation, examination or treatment for venereal disease of any child not more than twelve (12) years old.

DO PRIVATE CITIZENS HAVE A RESPONSIBILITY FOR REPORTING?

Yes. Any person having reasonable cause to suspect or believe that any child or youth under the age of eighteen (18) is in danger of being abused or has been abused or neglected, may cause a written or oral report to be made to Hotline or a law enforcement agency. A person making the report in good faith is also immune from any liability, civil or criminal. However, the person is subject to the penalty for making a false claim.

WHAT IS THE AUTHORITY AND RESPONSIBILITY OF THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)?

All children's protective services are the responsibility of the Department of Children and Families.

Upon the receipt of a child abuse/neglect report, Hotline shall cause the report to be classified, evaluated immediately and forwarded to the appropriate investigation unit for the commencement of an investigation within timelines specified by statute and policy.

If the investigation produces evidence of child abuse/neglect, the Department shall take such measures as it deems necessary to protect the child, and any other children similarly situated, including, but not limited to, immediate notification to the appropriate law enforcement agency, and the removal of the child or children from his home with the consent of the parents or guardian or by order of the Superior Court, Juvenile Matters.

If the Department has probable cause to believe that the child or any other child in the household is in imminent risk of physical harm from his surroundings, and that immediate removal from such surroundings is necessary to ensure the child's safety, the Commissioner or designee, shall authorize any employee of the Department or any law enforcement officer to remove the child and any other child similarly situated from such surroundings without the consent of the child's parent or guardian. The removal of a child shall not exceed ninety-six (96) hours. If the child is not returned home within such ninety-six hour period, with or without protective services, the Department shall file a petition for custody with the Superior Court, Juvenile Matters.

WHAT MEANS ARE AVAILABLE FOR REMOVING A CHILD FROM HIS HOME?

- 96-Hour Hold by the Commissioner of DCF (see above)
- 96-Hour Hold by a Hospital - Any physician examining a child with respect to whom abuse or neglect is suspected shall have the right to keep such child in the custody of a hospital for no longer than ninety-six hours in order to perform diagnostic tests and procedures necessary to the detection of child abuse or neglect and to provide necessary medical care with or without the consent of such child's parents or guardian or other person responsible for the child's care, provided the physician has made reasonable attempts to (1) advise such child's parents or guardian or other person responsible for the child's care that he suspects the child has been abused or neglected and (2) obtain consent of such child's parents or guardian or other person responsible for the child's care. In addition, such physician may take or cause to be taken photographs of the area of trauma visible on a child who is the subject of such report without the consent of such child's parents or guardian or other person responsible for the child's care. All such photographs or copies thereof shall be sent to the local police department and the Department of Children and Families.

Custody Order - Whenever any person is arrested and charged with an offense under section 53-20 or 53-21 or under part V, VI, or VII of chapter 952, as amended, the victim of which offense was a minor residing with the defendant, any judge of the Superior Court may, if it appears that the child's condition or circumstances surrounding his case so require, issue an order to the Commissioner of Children and Families to assume immediate custody of such child and, if the circumstances so require, any other children residing with the defendant and to proceed thereon as in cases reported.

WHAT IS THE CHILD ABUSE CENTRAL REGISTRY?

The Department of Children and Families maintains a registry of reports received and permits its use on a twenty-four hour daily basis to prevent or discover child abuse of children. Required confidentiality is ensured. Call 1-800-842-2288.

STATUTORY REFERENCES: §17a-28; §17a-101 et seq.; §46b-120

TRANSPORTING CHILDREN & YOUTH IN A MOTOR VEHICLE

Rocky Hill Congregational Church

All people who will transport children/youth within the scope of a church program are to complete this form. Completed forms should be kept on file in a secure place and should be updated regularly.

Attached to this form should be copies of:
Current Drivers License

Name: _____

Address: _____

Telephone Home _____ Work _____
Cell _____

Your Vehicle

Make and Model _____

Year _____

Second Vehicle

Make and Model _____

Year _____

Are all your vehicles in good repair and equipped with safety restraints including those for infants and young children if you will be transporting them? _____

Within the last ten years:

1. Have you ever had a Driver's License revoked or suspended? _____ If so, give details

2. Have you ever been arrested for DWI (driving while intoxicated)? _____ If yes, give details and describe the outcome: _____

In transporting children/youth, I agree to:

- Obey all traffic regulations including speed limits and safety restraint requirements.
- Transport only the number of persons my vehicle is equipped to carry.
- Drive only when I am not under the influence of alcohol or other intoxicating drugs.

Signed _____