

6.002. Policy and Administrative Procedures Concerning Protection of Children from Abuse

C.E.S. requires employees designated by state law to report suspected cases of child abuse/neglect, sexual assault, or at risk children in order to protect children whose health and welfare may be adversely affected through injury and neglect.

The Executive Director is authorized to establish administrative procedures, including appropriate staff training and the establishment of a confidential rapid response team, so as to insure the recognition and reporting of suspected child abuse/neglect or at risk children by personnel as specified in the Connecticut General Statutes and as amended.

REFERENCE: Connecticut General Statutes Section 17a-101 and 17a-103  
Connecticut General Statutes Section 46a-11a-c  
Public Act 02-106  
Public Act 02-138  
Public Act 04-12  
Public Act 15-205

ADOPTED: June 19, 1990  
REVISED: November 19, 1992  
REVISED: November 17, 1996  
REVIEWED: June 1, 2000  
REVISED: September 5, 2002  
REVISED: October 1, 2003  
REVISED: August 10, 2004  
REVISED: October 1, 2015

#### 6.002A. Administrative Regulations for Suspicion of Child Abuse/Neglect

The State of Connecticut, under Connecticut General Statute 17a-101 and as amended by Public Act 96-246 and PA 15-205 has designated all staff of a school agency as mandated reporters of child abuse/neglect.

All C.E.S. school employees are required, as mandated reporters, by law to report any reasonable suspicion of child abuse/neglect or sexual assault to Dept. of Children & Families (DCF) within the legislative prescribed time period.

In addition, all C.E.S. school employees who in the course of their employment has reasonable cause to suspect or believe that child abuse/neglect or sexual assault is being perpetrated by a school employee shall file a report to Dept. of Children & Families (DCF) within the legislative prescribed time period. Per section 17a-101b of State Statutes, a mandated reporter's suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim. Suspicion or belief does not require certainty or probable cause. Such a report must be made to DCF and the C.E.S. Executive Director or his/her designee. In these cases the school administration is responsible for notifying the child's parent or other person responsible for the child's care that a report has been made, immediately investigating the report including seeking the assistance of DCF or the local/state police department and, for cases concerning suspicion of child abuse by a certified school employee, submitting a report to the Commissioner of Education.

Any C.E.S. school employee required to report under the provisions of State law who fails to make such report or fails to make such report within the time period prescribed shall be guilty of a class A misdemeanor. If it is determined that the mandated reporting violation is wilful or intentional or due to gross negligence, such employee shall be guilty of a class E felony.

Additionally, any C.E.S. school employee who intentionally and unreasonably interferes with or prevents the making of a report shall be guilty of a class D felony.

Connecticut General Statute 17a-101e(b), provides that any school employee who in good faith makes the report required by law, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such report, provided such person did not perpetrate or cause such abuse or neglect.

#### DEFINITIONS

A. Caregivers: Refers to a person responsible for the child's health, welfare or care, such as a parent, guardian, foster parent or other family member, or a person given access to the student by such responsible person, such as a babysitter, family friend or day care provider.

B. Child Abuse: Refers to physical injury or injuries inflicted upon any child or youth under the age of eighteen by a caregiver or by a school employee other than by accidental means

or injuries which are at variance with the history given them, or a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual abuse, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment or has been neglected.

C. Child Neglect: Refers to the situation in which any child or youth under the age of eighteen (18) 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, or is being abused.

Exception: The treatment of any child by an accredited Christian Science practitioner in lieu of treatment by a licensed practitioner of the healing arts shall not of itself constitute maltreatment (Connecticut General Statute Section 17a-104).

D. Child at Risk for Abuse: Refers to the situation in which a child under the age of eighteen is in danger of being abused.

E. Immunity From Liability: In accord with C.G.S. 17a-101e(b), any person, institution or agency which, in good faith, makes a report required by the policy and regulation shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceedings which result from such report, provided such person did not perpetrate or cause such abuse or neglect.

F. Mandated Reporters: Refers to all school employees who are specifically required by law to report reasonable suspicion of child abuse or neglect.

G. Proper Agency: Refers to the Commissioner of DCF or his/her representative, or area DCF office, or the local or state police; or the Commissioner of Education or his/her representative concerning suspicion of child abuse/neglect by a certified school employee.

H. Reporter: Refers to the school employee who initially recognizes the indicators of suspected child abuse/neglect.

I. Reporting Procedures: Refers to all of the administrative procedures or steps that C.E.S. school employees may need to take to protect a child in the process of assessing/screening, documenting and reporting individual instances of suspected child abuse/neglect.

J. School Employee: Refers to any person in the employment of Cooperative Educational Services (C.E.S.) assigned to a school.

## I. REPORTING PROCEDURES OF SUSPECTED CHILD ABUSE/NEGLECT BY CAREGIVERS

A. A school employee who is a Mandated Reporter having a reasonable suspicion that abuse/neglect or sexual assault has occurred to a child under the age of 18 or that a student under the age of 18 has imminent risk of abuse by a caregiver, he/she must report the suspicion as soon as practicable but not later than twelve (12) hours by telephone or in person to DCF or a law enforcement agency. If a mandated reporter requires consultation to support their suspicion they should confer with one of the designated staff listed below as part of the Confidential Rapid Response Team per P.A. 15-205.

### Confidential Rapid Response Team

- Superintendent/Executive Director
- A Teacher
- A School Nurse
- A Social Worker or School Psychologist
- A Program Administrator
- A Local Police Officer (Part of Team)

1. The oral report by a Mandated Reporter should be made as soon as practicable but not later than twelve (12) hours of having reasonable cause to suspect or believe abuse or neglect or sexual assault has occurred such report is to be made by telephone to the DCF Hotline (1-800-842-2288) with discretion and in a manner that insures the child's right of confidentiality. The report could also be made by telephone or in person to a local law enforcement agency.

NOTE: Referrals of suspected child abuse/neglect or sexual assault are made to DCF only if the child/youth is under the age of 18. Referrals of suspected child abuse/neglect are made to the Office of Protection and Advocacy if the student is 18 years of age or older. (See Section V for Report Procedures to the Office of P & A).

2. When reporting the suspicion to DCF:

A. Forward a written report to DCF using Form DCF-136 within 48 hours of making an oral report.

B. The reporter should notify the program administrator that an oral report has been made and also submit to the program administrator a copy of the DCF-136 report.

3. If you believe that a child is in extreme, immediate danger you should call the local or state police at once.

A. If you report orally to the police, you must submit a written report to DCF (#136) within 48 hours of contacting the police.

B. The reporter should notify the program administrator that a report has been made to the police and provide a copy of written report as well.

4. The appropriate Division Director and Executive Director are to be notified of the report of suspected abuse/neglect or sexual assault by the program administrator.

B. When notified of a suspicion of abuse/neglect by a caregiver or a question or concern about child abuse, neglect or risk for abuse, the Confidential Crisis Review Team consisting of the school nurse, social worker or school psychologist and program administrator will immediately confer with the reporter/other reporter to help determine if reasonable suspicion of child abuse/neglect or sexual assault is present. As part of this assessment, data will be obtained from other appropriate school employees who have had involvement with the child.

1. The school nurse, social worker or school psychologist, reporter and program administrator will confer to determine if it is reasonable to interview the child and assess the child's physical status and/or to confer with the parent/guardian.

2. The school nurse together with either the reporter or school psychologist or social worker or program administrator will interview the student. Questioning of the student will be limited to determining suspicion or to determine the immediate health and safety needs of the student.

3. When physical injury is suspected, the school nurse may examine the child, if the child is willing. Physical assessment is determined to be appropriate when it is deemed necessary to determine if medical attention is required.

4. The school nurse may determine when it is appropriate to have a witness present during the examination. The witness can be in the proximity of the examining area, that is, able to hear the interaction rather than in direct sight of the student, in order to protect the student's privacy.

a. If emergency medical attention is needed, the school nurse will notify the parent and follow established C.E.S. procedures for obtaining emergency medical help.

b. The program administrator in collaboration with the school nurse will determine if the student can be transported home by regular means of transportation or may need special transportation.

NOTE: The purpose of the consultative process among designated team members is to ensure appropriate clinical assessment, support, advocacy, management and safety for the child, as well as support for the reporter. The consultative process should never be used to dissuade a concerned staff member from reporting a reasonable suspicion.

C. The report to the DCF Child Abuse and Neglect Hotline and subsequent written report should include the following information if known:

- a. child's name, address, age or birthdate and gender;
- b. parent's (or caregiver's) name and address;
- c. nature and extent of the child's injuries, maltreatment or neglect;
- d. approximate date and time the injuries, maltreatment or neglect occurred;
- e. any evidence of previous injury to or maltreatment or neglect of the child or to his/her siblings;
- f. circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- g. name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- h. reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- i. information concerning any prior cases in which such person or persons have been suspected of causing such injury or injuries, maltreatment or neglect;
- j. any action taken to treat, shelter or otherwise assist the child;
- k. the parent's (or caregiver's) knowledge of the report being given; and
- l. name and address of the person reporting the suspected abuse or neglect (See Section J).

D. The original copy of Form DCF-136 is sent to the appropriate DCF Office. A copy of this report is placed in a designated locked, confidential file maintained by the program administrator at the student's C.E.S. program. This report is treated and monitored according to C.E.S. Policies and Administrative Regulations for the Confidentiality and Maintenance of Student Records 6.001.

E. When appropriate, an Incident Report will be completed to document information that would otherwise not be part of the DCF 136 Report. This record will be attached to the applicable DCF 136 Report. Additionally, per P.A. 15-205, each Division Leader will record each suspected child abuse/neglect or sexual assault report on a log (see Appendix B). This report will be submitted to the C.E.S. Executive Director at the conclusion of the school year.

F. Follow-Up Guidelines: The reporter or program administrator should ascertain the name of the DCF worker who is assigned to investigate the case and the time line that will be followed. The reporter or program administrator should also seek to ascertain the outcome of the report to DCF in order to assist the child, parent/guardian and LEA with educational program planning, related services, and any follow-up proceedings which may result from the DCF investigation. When appropriate, this information will be recorded on the Incident Report by the program administrator or designee. If the program wishes to obtain information beyond knowing whether DCF has opened the case or not, it is important to request that the parent or guardian sign a release to enable DCF and school personnel to share relevant follow-up information. A parent or guardian has the right to refuse to sign

such a release.

1. The initial reporter will be notified of the disposition of the case by the program administrator when notified by DCF.
2. Designated members of the ~~clinical team~~ Confidential Crisis Review Team or other appropriate staff will continue to monitor the student. Whenever there is further suspicion of child abuse/neglect, sexual assault or risk for abuse, another report should be made to DCF, regardless of the outcome of any previous report.

G. Notification of the Parent: The reporter, school nurse, social worker and program administrator will confer to determine if the parent is to be notified of the complaint. A conference may be held with the parent/guardian in the school or a telephone call may be made. If it is felt that the safety of the student may be jeopardized or further abuse of the child may occur, the parent/guardian will not be notified by the school. DCF will be advised by the reporter of this decision. Such information should be recorded in the Log.

H. Notification of School Medical Advisor: The school nurse may notify the School Medical Advisor of the suspected child abuse/neglect or sexual assault referral and keep him/her informed of its progress and follow-up when serious injury and/or his/her medical advice is required. This information should be recorded in the Log.

I. Notification of LEA: In the case of the Special Education Division, the program administrator or Director of Special Education will contact the Director of Pupil Personnel Services/Special Education of the appropriate LEA or the district's liaison for the student to notify them of the suspected child abuse/neglect or sexual assault referral. A letter will follow from the C.E.S. program administrator if requested. This information should be recorded on the Log.

J. Anonymity: Mandated reporters are required to give their name when they make a report to DCF. However, reporters may request anonymity to protect their privacy from the family. This means that DCF would not disclose their name or identify unless mandated to do so by law (Connecticut General Statutes, Section 17a-28 and 17a-101). Unless a reporter gives written consent, his/her name would not be disclosed except to:

1. an employee of DCF responsible for the child protective services or the abuse registry;
2. a law enforcement officer;
3. an appropriate state's attorney;
4. an appropriate assistant attorney general;
5. a judge of the superior court and all necessary parties in a court proceeding related to a petition for a neglected, an uncared-for or a dependent child, a petition for commitment of a child or a criminal prosecution involving child abuse or neglect; or
6. a state child care licensing agency, executive director of any institution, school or facility or superintendent of schools after an investigation by DCF

reveals reasonable cause to believe that a student has been abused by a certified public school employee.

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

K. Recurrence of Suspected Abuse: Whenever there is further suspicion of child abuse/neglect, sexual assault or risk for abuse school employees should repeat procedures I-A as outlined above.

## II. DCF INVESTIGATION/COOPERATION OF SCHOOL DISTRICT:

DCF shall be the lead administrative investigating agency and responsible for the coordination of the investigation unless the student is a person with mental retardation who is 18 years of age or older in which case Protection and Advocacy becomes the lead administrative investigating agency.

The investigation may necessitate a school visit including an interview with the student. Connecticut law requires school personnel to cooperate with DCF in its investigation.

### A. DCF Response to a Report of Child Abuse/Neglect or Sexual Assault.

1. Upon receipt of a report of suspected abuse or neglect or sexual assault, DCF will classify and evaluate the report immediately. Once the report is evaluated it is generally assigned to a DCF regional case worker.
2. If the report contains sufficient information concerning imminent risk of physical harm to the child, or other emergency, DCF will make its best efforts to commence an investigation within two hours.
3. It will commence an investigation of all reports within seventy-two hours of receipt of the report.
4. DCF will complete its investigation within thirty calendar days of receipt of the report.

### B. DCF Request to Have Access to the Student and Cooperation of the School District

1. DCF worker will notify the program administrator, when they require access to the child at school and will present official identification to the program administrator or his/her designee.
2. The program administrator will notify the Division Director or Executive Director

of the request by DCF to have access to the child.

3. DCF will follow its established procedure for notification of the parent/guardian. The DCF worker authorized to investigate must receive the parent(s) or guardian's consent to interview the child unless the parent(s) or guardian or other person in the child's household or responsible for the child's care themselves are suspected as the perpetrator of the alleged abuse or neglect, in which case DCF need not obtain consent. If consent is not required, the interview shall be conducted in the presence of a disinterested adult.

4. If the DCF worker chooses to interview the child at school, the program administrator will arrange for a site for the DCF worker to interview the student that protects the child's privacy.

a. A member of the Confidential Crisis Review Team ~~C.E.S. social worker~~ or designated staff will be available to represent the school and help the child establish a level of comfort.

b. If DCF does not arrive prior to school dismissal, C.E.S. personnel shall detain the student provided prior authorization has been given by DCF. Such notification should be in writing.

c. If physical assessment or removal of clothing is considered during the investigation, C.E.S. procedures shall be followed (see Section I, B3 and B4)

1. If the DCF worker determines the need for further medical assessment in a health care facility, the DCF worker will notify the program administrator and the parent/guardian, and may sign the child out of school only with parental permission.

2. If the parent denies permission for the release of the child from school, the DCF worker will submit to the program administrator either a court order or written authorization from DCF to invoke the "96 hour hold". A copy will be placed with the copy of Form DCF-136.

3. If DCF does not have a court order or written authorization to invoke the "96 hour hold", the child will not be released from school unless parent consent has been received.

#### C. Emergency/Court Removal of Student from School by DCF

DCF may determine that there is probable cause to believe that the student is in imminent risk of physical harm in his or her surroundings. It may also be determined that immediate removal from the surroundings is necessary to ensure the student's safety.

1. If such a determination is made, DCF, or any law enforcement agency authorized by DCF, may remove the student from the school setting without the consent of the parent or guardian pursuant to a "96 hour hold".
2. In addition, a court may issue an Order of Temporary Custody (OTC) placing temporary custody of the child in DCF.
  - a. An OTC would also authorize DCF to remove the child from the school setting, without the parent's or guardian's consent.
  - b. Proof of such court issued order should be provided to the Program Administrator.
3. DCF worker will notify the program administrator who in turn will notify the Division Director and/or Executive Director.
4. DCF worker will present legal documentation for removal to the program administrator.

III: REPORTING PROCEDURES FOR SUSPECTED CHILD ABUSE OF STUDENT BY A SCHOOL EMPLOYEE

- A. If any school employee of C.E.S. has reasonable cause to suspect that another school employee of C.E.S. is engaged in behavior which has or is causing physical injury to a student other than by accidental means or is causing a condition which is a result of maltreatment (i.e., sexual abuse, sexual exploitation, emotional maltreatment, cruel punishment or neglect) that school employee must report that information immediately to DCF Child Abuse and Neglect Hotline (1-800-842-2288) or a law enforcement agency as soon as practicable but not later than twelve (12) hours and inform the Executive Director or his/her designee (i.e., Division Director or program administrator).
  1. A mandated reporter must also provide a written report (Form 136) to DCF within 48 hours of making an oral report. A copy of this report should be submitted to the C.E.S. Executive Director or his/her designee (i.e., program administrator).
  2. If injury to the child is apparent or suspected, proceed to Section I, B for health assessment of child. That information will be immediately reported to the Executive Director or his/her designee.
- B. When there is reasonable evidence that the student may have been abused by the school employee, the Executive Director and/or his/her designee is required to complete the following immediately:

1. Contact the student's parents or guardian and advise them that a member of the school staff is suspected of possible physical and/or emotional abuse and/or neglect of their child.
2. A copy of the written report of such suspected abuse shall be submitted to the Commissioner of Education or his/her representative if the report concerns a certified school employee.
3. The Executive Director or his/her designee with the assistance of DCF and the local police, shall conduct an investigation of such allegation and advise the employee of the charges being made.

C. DCF will make a determination of whether there is reasonable cause to believe that a C.E.S. employee has abused a child. DCF shall notify the C.E.S. Executive Director of the result of its investigation. Also DCF should provide records concerning such investigation, as it deems appropriate. The records need not have been created by DCF.

Upon notification of the C.E.S. Executive Director by DCF that there is reasonable cause to believe that a C.E.S. employee has abused a student, the Executive Director shall take the following action:

1. If the person suspected of abusing the child is a certified employee, the Executive Director shall immediately suspend that employee without prejudice, with pay and without diminution or termination of benefits to such employee. Within 72 hours of the suspension, the Executive Director must notify the C.E.S. Representative Council and Commissioner of Education or his/her representative of the reasons for and the conditions of the suspension. The C.E.S. Executive Director shall disclose the records provided by DCF to the Commissioner of Education and the C.E.S. Representative Council and their attorneys for the purposes of review of the employment status or certification.
2. If the contract of employment of a certified school employee is terminated as a result of an investigation of suspected child abuse, the Executive Director shall notify the Commissioner of Education within 72 hours after such termination.
3. Upon receipt of such notice of termination, the Commissioner of Education shall commence certification revocation proceedings.
4. If the persons suspected of abusing the child is a non-certified employee, the Executive Director shall immediately suspend that employee without prejudice, with pay, and without diminution or termination of benefits pending an investigation and hearing. This suspension shall remain in effect until the incident of abuse has been satisfactorily resolved

by the C.E.S. Representative Council.

5. If a C.E.S. employee is convicted of a crime involving an act of child abuse or neglect, the State's attorney shall notify the C.E.S. Executive Director and the Commissioner of Education. Upon such notification the Certificate of the certified employee is automatically revoked.

#### IV. IMMUNITY AND LIABILITY:

Any C.E.S. employee who reports suspected child abuse or neglect in accordance with the law, is immune from civil and criminal liability in connection with both the report and any court action which may result from the report. In addition, C.E.S. school employees will not be fired, discriminated or retaliated against for making such a report. School employees who abuse or neglect a child are not immune from liability. Any C.E.S. school employee required to report under the provisions of State law who fails to make such report or fails to make such report within the time period prescribed shall be guilty of a class A misdemeanor. If it is determined that the mandated reporting violation is wilful or intentional or due to gross negligence, such employee shall be guilty of a class E felony.

Additionally, any C.E.S. school employee who intentionally and unreasonably interferes with or prevents the making of a report shall be guilty of a class D felony.

C.E.S. may take disciplinary action including termination of employment if an employee fails to report suspected abuse or neglect, interferes with making a report or makes a false report.

#### V. REPORTING SUSPECTED ABUSE OR NEGLECT TO THE OFFICE OF PROTECTION AND ADVOCACY:

A. Any C.E.S. mandated reporter who has reasonable cause to suspect or believe that a student 18 years of age or older with mental retardation has been abused or neglected must report it to the Office of Protection and Advocacy (P & A) for Persons with Disabilities. This report must be made as soon as practicable but not later than 72 hours. It should be made to the Director of P & A by calling (860) 297-4300 or 1-800-842-7303. This oral report shall be followed up by a written report within five calendar days using Form PA-6 (see Appendix D) to the Office of Protection and Advocacy for Persons with Disabilities, 60B Weston Street, Hartford, CT 06120-1551.

Abuse Means:

- Willful infliction of physical pain or injury; or
- Willful deprivation by a caretaker of services which are necessary to the person's health or safety.

Neglect Means:

- A situation where a person with mental retardation who is living alone is not able to provide the services to maintain his/her physical or mental health; or
- Is not receiving necessary services from their caretaker.

NOTE: A Caretaker means a person who has responsibility for the care of a person with mental retardation. This Caretaker role can arise as a result of a family relationship or by the voluntary assumption for the care of a person with mental retardation, by contract or by order of a court of competent jurisdiction. Neither a guardian nor a conservator need be a Caretaker.

Other reporters having reasonable cause to believe that a person with mental retardation (18 years or older) has been abused or neglected may report such information to P & A or may cause a report to be made by reporting this information to a C.E.S. Mandated Reporter (e.g., Program Administrator, Teacher, School Nurse, School Social Worker, etc.).

## B. Immunity

1. Any reporter of suspected abuse or neglect who makes a report or testifies in any administrative or judicial proceedings arising from such report, shall be immune from both civil or criminal liability on account of the reporter's testimony unless such person acted in bad faith or with malicious purpose. (Note the Exception: Immunity does not attach for liability for perjury).
2. Any C.E.S. employee who obstructs, hinders or endangers any person reporting or investigating abuse or neglect or providing protective services or makes a report on bad faith or with malicious purpose and who is not subject to any other penalty shall be fined no more than \$500.
3. No public school employee reporting suspected abuse or neglect shall be subject to reprisal or discharge from the school district for reporting suspected abuse or neglect to P & A.
4. Failure of a Mandated Reporter to report may result in a fine of not more than \$500.

## C. Contents of Report

All oral and written reports should contain the following if known:

- Name and address of student;
- Statement from the person making the report indicating his/her belief that such student is mentally retarded;
- Information supporting the supposition that such student is substantially unable to protect himself/herself from abuse or neglect;
- Information regarding the nature and content of the abuse or neglect;

- Any other information which might be helpful in an investigation of the case and the protection of such student; and
- The name and address of the person reporting the suspected abuse or neglect.

D. Release of Reporter's Name

The name of the reporter making the original report shall not be disclosed to any person unless such person consents to such disclosure or unless a judicial proceeding results from the report.

E. P & A Investigation

1. P & A shall serve as the lead investigating agency if the person is mentally retarded and over the age of 18. P & A shall be responsible for the coordination of the investigation. If the student is between 18 and 21 and is a client of DCF, P & A and DCF will consult and determine which agency will serve as the lead investigating agency.

2. Upon receipt of the report, P & A shall make the following determinations:

- Whether such student is mentally retarded;
- Whether the report warrants investigation
- If investigation is warranted, a prompt and thorough evaluation will occur and may include a visit to the C.E.S. school to interview the student and consult with the individuals having knowledge about the alleged abuse or neglect.

3. P & A investigators are authorized to have access to and may review and copy any records that are determined to be relevant to their investigation. In addition, P & A may subpoena any information that may be relevant to their investigation.

4. When adult students are their own guardians, P & A school visits do not require prior parental notification or consent. When P & A substantiates the allegations of abuse or neglect, the agency can recommend a plan of protective service to the Department of Mental Retardation (DMR). In certain cases, P & A may request immediate protective services if the agency's initial assessment establishes that the student is seriously in need of such protective services.

F. Investigation Report

Upon request to P & A, C.E.S. or its reporting employee shall be notified of the investigation findings. These results however shall not be disclosed, reproduced or released to a third party in the absence of a written authorization from P & A.

VI. EDUCATION PROCEDURES:

All C.E.S. school employees will receive annual in-service training related to child abuse/neglect. The program administrator will be primarily responsible for providing appropriate staff development activities on child abuse/neglect and C.E.S. reporting procedures. The Division Directors for school-based programs will annually certify to the Executive Director that each school employee working in their programs is in compliance with the required training. The Executive Director shall certify with the State Board of Education.

A. The primary goal of this component is to ensure that school personnel are educated to recognize child abuse, understand the complex nature of intervention in child abuse and be aware of the requirements of the law and C.E.S.'s policy and procedures regarding the reporting of child abuse. In-service programs for both certified and non-certified staff should include but need not be limited to the following topics:

- Dynamics and prevalence of the different types of abuse or neglect;
- Predisposing factors that put children at risk of abuse and neglect;
- Factors that place adults at risk as perpetrators;
- Effects of abuse and neglect on children and youth;
- Signs and symptoms of each form of abuse and neglect;
- Connecticut legal requirements regarding the reporting of child abuse and neglect, legal sanctions for failure to report and legal protections for making a good faith report;
- The role and responsibility of DCF, Protection and Advocacy, and law enforcement officials;
- Procedural guidelines to follow when C.E.S. school personnel suspect abuse or neglect;
- Contents of a good report;
- C.E.S. policy on disciplinary action for failure to report, interfering with making a report or making a false report; and
- Effects of working with students who have been abused/neglected or with parents when abuse or neglect is suspected or confirmed.

B. A secondary educational goal of staff development activities is supporting the parenting component of a child's educational program by strengthening staff member's knowledge of how to foster positive parenting skills and realistic parental expectations of children with disabilities.

NOTE: See Appendix C for Indicators of Physical, Sexual and Emotional Abuse and Neglect

## VII. EVALUATION PROCEDURES;

C.E.S. will undertake planned, periodic evaluation and updating of C.E.S. Child Abuse/Neglect Administrative Procedures.

Appendix A

Listing of Regional Offices of the Department of  
Children and Families

&

Office of Protection and Advocacy  
For Persons with Disabilities

## Other DCF Resources

DCF Public Affairs & Information Office	(860) 566-2497
DCF Training Academy*	(203) 579-6312
DCF Ombudsman's Office**	(860) 550-6319

\* DCF provides training to groups who work with children on identifying and reporting child abuse and neglect and the responsibilities of mandated reports.

\*\* The DCF Ombudsman's Office can be contacted if you have concerns about the way DCF handled a situation in which you were involved and these concerns/problems remain unresolved to your satisfaction after discussions with regional office staff.

Appendix B

Log for Reporting/Documenting Suspicion  
of Child Abuse/Neglect



