



Ledyard Learners Mandated Reporting Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our care.

Definition

Child abuse includes:

- any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- any form of sexual abuse (i.e. sexual exploitation)
- neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- emotional abuse (i.e. excessive belittling, berating or teasing which impairs the child's psychological growth)
- at risk behavior (i.e. placing a child in a situation which might endanger him/her by abuse or neglect)

Child abuse is defined as a child who has had:

- non-accidental physical injuries inflicted upon him/her
- injuries which are at variance with the history given of them
- a condition which is the result of maltreatment, such as, but not limited to:
 - malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment

Child neglect is defined as a child who has been:

- abandoned
- denied proper care and attention to physically, educationally, emotionally or morally
- allowed to live under circumstances, conditions or associations injurious to his wellbeing (CT GS 46b-120)

Staff responsibilities:

As child care providers we are mandated by law to report actual or suspected child abuse or neglect or the imminent risk of serious harm of any child. Staff will be required to attend bi-annual staff meetings, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

Specifics on reporting a suspected case of abuse or neglect

Questions regarding this policy should be directed to Creating Opportunities For Youth, LLC DBA Little Learners Children's Center, 860-572-4411, cell-860-287-4760, lfecteau@cofy.biz



- Call the Department of Children and Families (open 24 hours a day) at **1-800-842- 2288**
- Call the Department of Public Health at 1-800-282-6063 or 860-509-8045.
- The reporter's name is required, but may be kept confidential.

Information needed:

- name of child
- address of child
- phone number of child
- name of parents/guardians
- address of parents/guardians
- phone number of parents/guardians
- relevant information such as: physical or behavioral indicator, nature and extent of injury, maltreatment or neglect
- exact description of what the reporter has observed
- time and date of incident
- information about previous injuries, if any
- circumstances under which reporter learned of abuse
- name of any person suspected of causing injury
- any information reporter believes would be helpful
- any action taken to help or treat the child
- seek medical attention for the child- if needed

Mandated reporters must report orally to DCF or a law enforcement agency within **12 hours** of suspecting that a child has been abused or neglected. Within **48 hours** of making the report, the mandated reporter must submit a written report (DCF-136) to DCF. Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT GS, Section 17a-101e). All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action (suspension, reassignment of job duties, etc.) should there be an allegation that a staff member abused or neglected a child.

Provisions for informing families of abuse and neglect policy

A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board. The Director must immediately inform the parents/guardians that a report has been made to DCF.

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