

**GOFFSTOWN SCHOOL DISTRICT**

**JLF**

**REPORTING SUSPECTED CHILD ABUSE and/or NEGLECT**

It is the policy of SAU #19, Goffstown School District to comply with the requirements of RSA 169-C in reporting suspected child abuse and neglect. Further, it is our policy to cooperate with the New Hampshire Division for Children, Youth and Families (DCYF) and law enforcement agencies in the course of investigations into alleged child abuse or neglect as outlined in RSA 169-C.

If a school employee suspects that a child has been abused or neglected, he/she will make a report immediately to DCYF and the school principal will be notified that a report has been filed.

An oral report shall be made immediately to DCYF by telephone and followed within 48 hours by a report in writing, if so requested by DCYF. Each report shall, if known, contain the name and address of the child(ren) suspected of being neglected and abused; the name of the parent or caregiver responsible for the child’s welfare; the specific information and/or observations indicating neglect or the nature and extent of the child’s injuries; the identity of the person(s) suspected of being responsible for such abuse and neglect; and any other information that might be helpful in the investigation or that may be required by DCYF. For a complete list of information to report, please refer to the *Child Abuse and Neglect: Guidelines for New Hampshire School Employees: Recognizing and Reporting Suspected Child Abuse and Neglect* (Attorney General’s Task Force on Child Abuse and Neglect - Second Edition, 2002.)

Under State “Right to Know” laws parents maintain the right of access to information compiled in their child’s school records. However, it is also the school’s right to withhold certain information which identifies either the person who made the report or those who cooperated in a subsequent investigation, if the school believes the release of this information would be detrimental to the safety and interest of the reporting person.

Annual staff training regarding the reporting of child abuse and neglect is recommended for each school.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect*

*RSA 169-C:29, Persons Required to Report.*

*RSA 169-C:30, Nature and Content of Report*

*RSA 169-C:31, Immunity from Liability*

*RSA 169-C:34, III, Duties of the Department of Health and Human Services*

Reference: Regulations - JLF-R

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