

## **REPORTING CHILD ABUSE AND NEGLECT (Sample 2)**

**A report must be filed with civil authorities concerning abuse of a child or young person who is now under the age of 18:**

- **Civil law:** When a mandated reporter has reasonable cause to believe that a person under the age of 18 is suffering abuse or neglect, they are to report it immediately to the Department of Children and Families (DCF).

- **The Policy of (name of YSO)** requires all staff and volunteers to contact the appropriate civil authorities when that person has knowledge or reasonable cause to suspect that a person under eighteen (18) years of age is being, or has been, abused or neglected.

**MA Department of Children and Families  
Local Area Office: (area code) -XXX-XXXX  
After Hours Emergency: (800) 792-5200**

**A person who was abused as a child but who is now an adult:**

- **Civil law:** The person has the right to file a report with the local District Attorney (DA).

**Local Area DA:  
(area code) XXX-XXXX**

### **The Statutes of the State of Massachusetts**

The report to DCF must be made immediately by telephone and a written report submitted within 48 hours, containing:

- the names and addresses of the child and his parents or other person responsible for his care, if known;
- the child's age; the child's sex;
- the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect;
- the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment, or neglect;
- whatever action, if any, was taken to treat, shelter, or otherwise assist the child;
- the name of the person or persons making such report.

**A report concerning suspected child abuse may also be made to (name of YSO) authorities.**

Any person may ask to meet with the YSO head or Child Protection Team (CPT) concerning suspected child abuse by anyone - including YSO administrators, staff, or volunteers.

### **Contacts on the YSO Child Protection Team**

**Name/Title  
Name/Title  
Business Hours: (area code) XXX-XXXX  
After Hours: (area code) XXX-XXXX**

**The policy of the (Name of YSO) also requires that all personnel and volunteers communicate:**

- any complaints received concerning child abuse and neglect;
- copies of any report filed with civil authorities concerning child abuse and neglect;

**to the YSO Child Protection Team or to (Name of YSO designated staff) within 24 hours**

### **Policies and Procedures for Child Safety**

Persons making a complaint about child abuse to the (name of YSO) will normally be asked to provide the following information:

- the name of the person against whom the complaint is made, and the name of the complainant;
  - a detailed description of the alleged abuse, including relevant dates, times, and circumstances;
  - the names and contact information for persons who may have knowledge of the alleged abuse.
- The (name of YSO) will cooperate with civil authorities concerning investigations of a complaint of child abuse and support all investigations with respect for civil law and the rights of individuals.

**NOTE:** In the event of imminent danger to a child, (Name of YSO) property, or to (Name of YSO) personnel responsible for the child, call the local (name of city/town/county) Sheriff's Office or Police Department for help: **(area code) XXX-XXXX**