

Administrative Procedure

CHILD ABUSE AND NEGLECT

Reporting

School personnel having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall immediately report to the Division of Youth and Family Services (DYFS). The person reporting the alleged child abuse shall inform the school superintendent/principal or designee of the report after the DYFS referral has been made. However, notice to the superintendent/principal or designee need not be given when the person believes that such notice would be likely to endanger the referrer or child involved or when the person believes that such disclosure would be likely to result in retaliation against the child or in discrimination against the referrer with respect to his or her employment.

When referring cases to the DYFS, the school referrer shall provide, when possible, the following information:

1. The name of the child
2. The age and grade of the child
3. The name and address of the child's parent(s) or guardian(s) or other person(s) having custody and control (i.e., foster parents).
4. A description of the child's condition, including any available information concerning current or previous injuries, abuse, or maltreatment.
5. The nature and possible extent of the child's injuries, abuse or maltreatment.
6. Any other pertinent information that the referrer believes may be relevant with respect to the child and/or to the identity of the alleged perpetrator.

Non-Institutional Child Abuse

Abuse alleged to have taken place in the home or community by a parent, guardian, or any other person having custody or control of the child should be reported as follows:

In person or by telephone to the local DYFS office weekdays between 9:00 A.M. and 5:00 P.M. weekends, holidays, or after hours per the telephone number given as part of the orientation 1-877-NJ Abuse (652-2873).

Institutional Child Abuse

Abuse alleged to have taken place in a school or other institutional setting by school personnel, compensated and uncompensated (volunteer) should be reported in person or by telephone to the Institutional Abuse Investigation Unit (IAIU) weekdays between 9:00 A.M. and 5:00 P.M. at (973)977-4060; weekends, holidays, or after hours at 1-877-NJ Abuse (652-2873) .

Investigations

The Board of Education has detailed the district responsibilities as follows:

1. Cooperate with the DYFS in investigations of child abuse that have occurred at any time outside or within the confines of the school or during a school-related function.

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2. Permit the DYFS investigator to interview the child in the presence of the school Superintendent/principal or designee.
3. If the child is intimidated by the presence of the school representative, the child shall name a staff member whom he or she feels will be supportive, who will be allowed to accompany the child during the interview. The purpose of including a school representative is to provide comfort and support to the child, not to participate in the investigation.
4. Cooperate with the DYFS in scheduling interviews with any school personnel who have information relevant to the investigation.
5. Release, in accordance with law, all student records of the child under investigation that are deemed to be relevant to the assessment or treatment of child abuse.
6. Maintain and secure all confidential information about child abuse cases in accordance with law.

DYFS may release information to:

1. An agency authorized to care for, treat or supervise a child who is the subject of a child abuse report, or a parent, guardian or other person who is responsible for the child's welfare, or both, when the information is needed in connection with the provision of care, treatment or supervision to such child or such parent, guardian or other person.
2. Any person who willfully permits or encourages the release of the contents of any record or report in contravention of this act shall be guilty of a misdemeanor and subject to a fine of not more than \$1,000.00 or to imprisonment for not more than 3 years, or both.
3. Permit the DYFS to physically remove students from school during the course of a school day when it is necessary to protect the child or take the child to a service provider.
4. Such removal shall take place once the superintendent/principal or designee has been provided, either in advance or at the time removal is sought, with appropriate authorization as specified in law.
5. Cooperate with the DYFS when it is necessary to remove the child from his or her home for proper care and protection and when such removal results in the transfer of the child to a school other than the one in which he or she is enrolled.

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$1000.00 or six months imprisonment, or both.

Adopted:	December 12, 1989
NJSBA Review/Update:	November 2008
Readopted:	May 12, 2009