

JORGE O. ELORZA
Mayor

CHRISTOPHER N. MAHER
Superintendent



REPORTING KNOWN OR SUSPECTED CHILD ABUSE AND/OR NEGLECT

Before you begin to volunteer in the Providence Public Schools, you must be familiar with the [RI General Law 40-11 et. seq.](#) and the protocols below for reporting known or suspected Child Abuse and/or Neglect. If you witness or become aware of sexual assault, inappropriate touching, physical abuse or neglect of a child, you are a mandatory reporter and must take the following actions:

Step One: Immediately contact the Department of Children, Youth and Families (DCYF) at 1(800) RI-CHILD, 1(800) 742-4453; please note this is a 24-hour number. DCYF must be notified within 24 hours. Please be sure to document your conversation with the DCYF representative on the witness statement form. As a PPSD volunteer, you must provide your name and contact information – no anonymous calls are permitted.

Step Two: Immediately after DCYF has been contacted – you must call the Providence Police Department at (401) 272-3121. Please be sure to document your conversation with the police on the witness statement form.

Step Three : As soon as DCYF and the Police Department have been notified, immediately notify the principal at your building. Please provide as much detailed information to the principal so that he/she can notify the District Office and draft a Critical Incident Report (CIR). A CIR must be drafted for ALL instances of alleged abuse or assault and will include a checklist of the required notifications to DCYF and the police.

Step Four: If, for any reason, your principal is unavailable, please notify the next person in the chain of command. You must have a conversation with a live person. An email or voicemail alone will not suffice.

PLEASE NOTE : If the allegations involve a staff person, immediately notify your principal; then, begin the Department of Children, Youth and Families (DCYF) and Police notification process described above. The principal should then contact Human Resources. Our emergency protocols require immediate removal from the building of a staff person who is alleged to have abused a child.

PLEASE BE SURE TO KEEP ACCURATE INFORMATION REGARDING:

- WHO YOU SPOKE TO AT EACH OF THE AFOREMENTIONED AGENCIES AND OR OFFICES.
- THE DATE AND TIME YOU SPOKE TO EACH PERSON.
- A DESCRIPTION OF WHAT WAS SAID.
- ANY GUIDANCE PROVIDED BY EACH OF THE RESPECTIVE INDIVIDUALS YOU CONTACTED.



Mandatory Reporting Acknowledgment Form

All volunteers, partners and independent contractors operating within Providence Public Schools are required to strictly adhere to the mandatory reporting requirements set forth in R.I. General Laws § 40-11 et seq. requiring the reporting of any suspected abuse or neglect of a child. The Providence School Department has developed strict reporting protocols for the reporting of any suspected abuse or neglect of a child. A copy of these protocols is attached to this form.

I, _____, hereby expressly acknowledge that I
(FULL NAME)

am familiar with the mandatory reporting laws required by Rhode Island law and that I have received a copy of the Providence School Department's Reporting Protocols in connection with this Acknowledgment. I further acknowledge that in order to protect the children served by Providence schools, I shall strictly adhere to these reporting protocols and the State's mandatory reporting laws while serving as a volunteer in Providence Schools.

(Signature)

(Date)

(Street Address)

(City / Town)