

<b>Windham School District</b>	<b>JLF</b>
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### REPORTING CHILD ABUSE

If a staff member suspects that a child is being abused or neglected, a report will be made immediately to DCYF and second notification to the school principal that a report has been made.

The Principal will notify the Superintendent and will report to the office as required.

All school employees having reason to suspect that a child has been abused or neglected shall report to DCYF the same as required by law.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

Staff training is recommended at the building level on an annual basis.

**Legal References:** *RSA 169-C:29 ; RSA 169-C:30; RSA 169-C:34, III; RSA 169-C:31*

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