

**MSAD 6
MANDATED REPORT OF CHILD ABUSE AND NEGLECT**

All MSAD #6 staff are mandated reporters and required by law to report suspected abuse. This form outlines a process for making a report with DHHS, documenting relevant information, communicating information with building administrator and the child’s education team, and, if needed, ensuring that additional supports and interventions are put in place for the student.

This protocol maybe be completed by hand or electronically (signatures are required)

Student and Reporter Information:

Student: _____ School: _____

DOB: _____ Grade: _____ Gender: _____ Age: _____ Date of Incident: _____

Parent/Guardian Names: _____ Phone: _____

Student’s address: _____

Other children in the home and their ages: _____

Other adults living in the home (If known): _____

Community-based service providers (If known): _____

Visitation/custody arrangement: _____

Primary Language: _____

Native American Heritage: Yes. or No

(Note: this should be the staff member who has the most direct knowledge about the suspected abuse)

Name of staff member making mandated report – (Title, School address and phone number)

Name: _____ Title: _____

School address: _____ phone number: _____

Other staff or caregivers who contributed relevant information, observation or consultation, their titles, addresses and phone numbers:

Name: _____ Title: _____

School address: _____ phone number: _____

Name: _____ Title: _____

School address: _____ phone number: _____

Step 1: Notify a School Administrator

Report the situation to the school administrator immediately. *Administrator's signature is obtained on page 4.*

Step 2: In the case of suspected injury, take student to the school nurse.

Student attended/seen by school nurse (name of nurse): _____

Document any additional information provided by nurse on separate sheet:

Signature of School Nurse & Date: _____

Student not seen by nurse because: _____

Step 3 Part A:

Write down as precisely as possible what statements, behaviors or observations led you to suspect abuse (e.g., what exactly did the student say to you, what exactly did you see, when did this occur?).

Step 3 Part B:

Other relevant information provided by school staff, caregivers or peers. Write down staff members' or caregivers' names and what they heard or saw. For peer-reported information, use only initials. DHHS may choose to directly contact other informants.

Step 3 Part C:

Include information about domestic violence, mental health, or substance abuse concerns not stated above.

Step 4: Consider Notifying the Student's Parent(s) or Guardian(s)

- Notify parents/guardians of the situation and that you would like them to come in to school immediately and contact DHHS with you.
- Notify parents/guardians of the situation and that you will be filing a mandated report with DHHS.
Parents' response:
- Parents/guardians have NOT been notified because: _____
- Parent is suspected perpetrator of abuse and home/student safety may be jeopardized.
- Reporting staff is requesting confidentiality. (DHHS maintains confidentiality unless case goes to court, which occurs approximately 10% of the time.) Reason for confidentiality request
- Other:

Step 5: Call the DHHS Protective Services Intake Line 800-452-1999 or 626-8620

You will hear a recorded greeting indicating that you have reached the Maine Department of Health and Human Services, Abuse and Neglect Intake Unit. The greeting instructs you to press either 1 to make a report or press 2 if you are searching for information not pertaining to abuse or neglect. As a **mandated reporter, you would always press 1**. You may be on hold for several minutes depending on the time of your call.

Provide DHHS with the information you have documented for Student/Reporter Information and Step 2: What did you see/observe on pages 1 and 2.

Other information requested by DHHS that you did not document above:

Step 6: While you are on the phone, obtain the following information from DHHS

Intake worker's name: _____ Their phone number: _____

In cases where it is unsafe to send student home, the plan is:

How will DHHS follow up with you?

Step 7: Follow up steps

- School Administrator debriefed on call and DHHS follow up plan. **Mandated reporter's signature is obtained on page 4.**
- Child's educational team is debriefed on call and DHHS follow up plan (if warranted).

Step 8: Additional school-based interventions and supports (if warranted)

- The following additional supports and interventions were put in place for student (e.g., increased individual meetings with school guidance counselor, social worker, individual check-in with designated adult, increased phone communication with parent/guardian, revision to daily routine):

Signature: Reporting Staff

Printed Name Date

Signature: Principal/Building Administrator

Printed Name Date

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