

SUFFIELD PUBLIC SCHOOLS

Teacher Checklist

Child Abuse/Neglect Model Protocol

<p>NOTE: This checklist should be used as a guide and to spur deliberation. Order and/or content may need to be modified depending on the situation.</p>	<p>Check if Completed</p>	<p>Date Completed</p>
<p>1. Suspect child abuse and/or neglect? If so, do <u>not</u> investigate. Make DCF referral call CARELINE (800)842-2288 WITHIN 12 HOURS</p>	<p align="center"><input type="checkbox"/></p>	
<p>2. Assess physical harm of student.</p>	<p align="center"><input type="checkbox"/></p>	
<p>3. Contact parents/guardians, when appropriate. If the alleged perpetrator is a school employee, notify the parent/guardian immediately.</p>	<p align="center"><input type="checkbox"/></p>	
<p>4. Review need for student safety plan (separating child from adult).</p>	<p align="center"><input type="checkbox"/></p>	
<p>5. Determine if police involvement is necessary. If yes, call local PD.</p>	<p align="center"><input type="checkbox"/></p>	
<p>6. Notify and Brief Supervisor.</p>	<p align="center"><input type="checkbox"/></p>	
<p>7. Complete DCF-136 form and fax to the responsible <u>DCF Office</u>. File within 48 hours of initial report. NOTE: A copy of the report must be sent to the school principal (who, in turn, will send a copy to the Superintendent and Director of Pupil Services)</p>	<p align="center"><input type="checkbox"/></p>	
<p>8. After filing form 136, check to see if DCF accepted the report by calling the Careline (if not already notified)</p>	<p align="center"><input type="checkbox"/></p>	
<p>9. Send email to Administration and Central Office that call and report was made.</p>	<p align="center"><input type="checkbox"/></p>	

*DCF may place you on hold for some length of time, please be patient.