



Child Abuse/Neglect Model Protocol

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.	Check if Completed	Date Completed
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	<input type="checkbox"/>	
2. Assess physical harm of student.	<input type="checkbox"/>	
3. Contact parents/guardians, when appropriate. If the alleged perpetrator is a school employee, notify the parent/guardian immediately.	<input type="checkbox"/> <input type="checkbox"/>	
4. Review need for student safety plan (separating child from adult).	<input type="checkbox"/>	
5. Determine if police involvement is necessary. If yes, call local PD.	<input type="checkbox"/>	
6. Notify and Brief Supervisor.	<input type="checkbox"/>	
7. Contact HR Name: Contact Info:	<input type="checkbox"/>	
8. 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).	<input type="checkbox"/> <input type="checkbox"/>	
9. Paid Administrative Leave The decision of whether to place an employee on paid administrative leave will be determined by _____. If the allegation relates to physical or sexual abuse or any other behavior that is seriously disruptive to the educational/work environment or otherwise compromises student or staff safety, the employee should immediately be placed on paid administrative leave without prejudice pending the outcome of the investigation into his or her behavior.	<input type="checkbox"/>	

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	Check if Completed	Date Completed
10. After filing form 136, check to see if DCF accepted the report by calling the Careline (if not already notified)	<input type="checkbox"/>	
11. Conduct investigation when the alleged perpetrator is a school employee.	<input type="checkbox"/>	
a. If DCF accepts the report, coordinate with DCF to investigate the employee's conduct.	<input type="checkbox"/>	
b. If DCF does not accept the report, conduct own investigation and take disciplinary action, if necessary.	<input type="checkbox"/>	
12. Determine if incident requires further investigation:		
a. Were the employee's actions a failure to meet district standards for professional conduct?	<input type="checkbox"/>	
b. Is there a need for further action by district personnel, e.g.,		
• Did the incident include a report of suicidal ideation ?	<input type="checkbox"/>	
• Did the incident involve the harassment of an employee and/or student?	<input type="checkbox"/>	
• Are there Title IX implications (i.e. sexual harassment)?	<input type="checkbox"/>	
• Were there any restraints and/or seclusions during the incident?	<input type="checkbox"/>	
• Did the incident involve any issues of student bullying ?	<input type="checkbox"/>	
• Did the incident involve criminal elements ?	<input type="checkbox"/>	

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