

**SBHS  
PROTOCOL  
FOR  
MANDATORY  
REPORTING**

**For Events Transpiring During the School Week**

Faculty/Staff member becomes aware of information regarding the abuse or neglect of a minor or suspected abuse or neglect of a minor

Faculty/Staff member contacts the student's Guidance Counselor and/or a member of the Administrative Team

Counselor or Administrative Team member communicates with members of a Crisis Team that may be comprised of:

- the reporting Faculty/Staff member
- the student's Counselor
- a member of the Administrative Team
- others with knowledge of the alleged abuse or neglect
- and, if appropriate, Social Worker, Special Educator, School Nurse

Crisis Team members complete the and sign the DCF Report form and internal SB Crisis Report form

A phone report is then made for the team to DCF. (The individual who first raised the concern must be involved in both the written and phone reports.) The DCF intake number is recorded on the DCF form and the signed written report is faxed to DCF.

The completed DCF Report form and the internal SB Crisis Report forms are copied and originals are placed in the DCF binder in the principal's office. A copy of the completed DCF report form is sent to the District Office.\* A copy of the internal Crisis Form is also filed in the Guidance Office

A letter confirming the receipt of the report will follow from DCF. That form will be attached to the related materials in the DCF binder in the principal's office.

**A REPORT  
MUST BE  
MADE WITHIN  
24 HOURS OF  
FIRST  
BECOMING  
AWARE OF  
THIS  
INFORMATION!**

\*Members of Crisis Team may receive copies of reports made for their own records, provided they are to be kept in a secure location. Such a document is protected under FERPA.