

MANDATED REPORTER REFERENCE CARD

As a Stamford Public Schools employee you are required to report or cause a report to be made when, in the ordinary course of your employment or profession, you have reasonable cause to suspect or believe that a child has been abused, neglected or is placed in imminent risk of serious harm.



Board Policy #4113-R

STEP 1: Call the **Department of Children and Families (DCF) Careline 1-800-842-2288**, or call the **Stamford Police** as soon as possible. You must call **within 12 hours**. It is not up to you to investigate or be absolutely certain before you make the call. DCF is responsible for investigating reports.

STEP 2: Notify building administrator and/or **human resources** that a report has been made.

STEP 3: File a **written report (DCF 136)** within **48 hours**. You can get the form from your **building administrator** or online at: **www.ct.gov/dcf**

STEP 4: Give a **copy of the DCF 136** to **building administrator** and/or **human resources**. Fax the **DCF 136** to the regional office at **203-899-1463**.

*Retaliation against mandated reporters is prohibited. As such, suspected retaliation should be reported to the Executive Director of Human Resources.