

2025-2026 Mandated Reporting Protocol

Reporting Known or Suspected Child Abuse and/or Neglect

As an employee of the Providence Public School District (PPSD), you must be familiar with RI General Law 40-11-3 and the protocols below for reporting known or suspected child abuse and/or neglect. If you witness or become aware of sexual assault, physical abuse or neglect of a child, you are a mandatory reporter and must take the following actions.



STEP 1: NOTIFY

School-based Staff Member: If incident of alleged child abuse or neglect **is reported to you** or **you suspect** child abuse or neglect, you must immediately contact the building principal. If your principal is unavailable, please notify the principal's designee, which includes any person designated by the principal to be in charge of the school in his/her/their absence. You must have a conversation with a live person; an email, voicemail or text alone will not suffice. Please note that School Social Workers, School Psychologists and School Nurses are appropriate staff for consultation.

PPSD Staff Members who are not school-based: If you are a PPCD staff member who is not school-based, such as employees at central office, registration, out-of-district placements, etc., you must notify your direct supervisor. If your direct supervisor is not available, please contact the Senior Director of School Operations by phone at # 456-9243. You must have a conversation with a live person; an email, voicemail or text alone will not suffice. Please note that School Social Work Specialists, School Psychology Specialists, and School Nurse Leads are appropriate district staff for consultation.

STEP 2: REPORT

Once notified, the building principal/ district administrator, or their designee, **with** the reporting staff member will **call the Department of Children, Youth and Families (DCYF) Child Protective Unit hotline at 1-800-RI-CHILD (1-800-742-4453) within a 24-hour period;** and no later than by the end of the school day if reported/suspected before the child is sent home for the day. Please note this is a 24-hour hotline.

Every adult in Rhode Island is a **MANDATED REPORTER**. A call to the DCYF (Child Protective Unit) 24-hour hotline **MUST** be made if an individual suspects abuse and/or neglect. No staff person has the authority to prevent another staff member from calling the DCYF hotline, but an administrator designee should always be notified.

Allegations and/or suspicion of physical abuse with noticeable marks:

In cases where there are allegations and/or suspicion of physical abuse with noticeable marks, the building principal/district administrator, or their designee **with** the reporting staff member **MUST** immediately **call the DCYF (Child Protective Unit) 24-hour hotline at 1-800-RI-CHILD (1-800-742-4453)**. The principal will **call the Providence Police Department at (401) 272-3121**.

Consultation with School Social Worker and/or School Psychologist is best practice in supporting students, family, and staff through the process. The building principal or administrative designee will follow the *Human Resources Standard Operating Procedures (SOP) for DCYF Mandated Reporting*.

Allegations and/or suspicion of sexual abuse:

In cases where there are allegations/suspensions of sexual misconduct of any kind, including, but not limited to, student-to student or adult-to student, the building principal, district administrator, and/or their designee **with** the reporting staff member **MUST call the DCYF (Child Protective Unit) 24-hour hotline at 1-800-RI-CHILD (1-800-742-4453)**. The principal will **call the Providence Police Department at (401) 272-3121**.

Consultation with School Social Worker and/or School Psychologist is best practice in supporting students, family, and staff through the process. The building principal or administrative designee will follow the *Human Resources Standard Operating Procedures (SOP) for DCYF Mandated Reporting*.

Allegations and/or suspicion of child abuse involving a PPSD staff member:

In cases where there are allegations/suspensions of child abuse (physical or sexual) is made against a PPSD staff member, the building principal, district administrator, and/or their designee **with** the reporting staff member **MUST call the DCYF (Child Protective Unit) 24-hour hotline at 1-800-RI-CHILD (1-800-742-4453)**. The principal will **call the Providence Police Department at (401) 272-3121**.

Following these calls, the building principal, district administrator, or their designee must report the situation to their Human Resources designee and Transformation Officer and follow the Human Resources Standard Operating Procedures (SOP) for DCYF Mandated Reporting. If unable to make contact with the Human Resources designee, the building principal or administrative designee will **call the Chief Talent Officer at (401) 456-9100 X 11182**. A conversation must be had with a live person, an email, or voicemail or text alone will not suffice.

STEP 3: DOCUMENT

Per the School Emergency Preparedness Plan, a Critical Incident Report (CIR) must be submitted for **ALL** instances of alleged child abuse. The building principal or administrator designee must document the incident and conversation with the DCYF Child Protective Unit, and Providence Police Department if applicable, on the Critical Incident Report while including the following information:

- ✓ The date and time of your call(s)
 - ✓ Name of the DCYF representative spoken with
 - ✓ Name of Providence Police Officer/Staff spoken with if applicable
 - ✓ Names of all PPSD Employees on the call(s)
 - ✓ A description of what was shared on the call(s) by all participants
 - ✓ Any guidance provided by DCYF representative and, if applicable, Providence Police representative
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ANGELICA INFANTE-GREEN
Commissioner

JAVIER MONTAÑEZ
Superintendent



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Staff Acknowledgement of the 2025-2026 Mandated Reporting Protocol
Reporting Known or Suspected Child Abuse and/or Neglect

I certify that I have received and understand the mandatory reporting protocol for reporting known or suspected child abuse and/or neglect during the 2025-2026 school year.

I agree to comply with the mandatory reporting protocols and related policies and procedures applicable to my job and understand that compliance is expected as part of my continued employment with the Providence Public School District. This acknowledgement is not an assurance of continued employment or association.

PRINTED NAME

EMPLOYEE ID #

SIGNATURE

DATE