

**REPORTING CHILD ABUSE OR NEGLECT**

Any school employee, contract provider, volunteer, or any other person working on behalf of the District having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal or his/her designee. The principal/designee in conjunction with the individual suspecting abuse and/or neglect shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services (DHHS). The principal/designee will then notify the Superintendent that such a report to DHHS has been made.

A written report to DHHS shall be made by the principal/designee as soon as possible and no later than 24 hours. The report should contain, if known, the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by DHHS.

The District shall provide DHHS with access to any information relevant to their investigation, consistent with RSA 169-C:30 and RSA 169:34.

The Board recommends all school district employees receive annual training or information on how to identify child abuse and neglect, as well as how to fulfill their reporting obligations under RSA 169-C. See RSA 169-C:29; RSA 169-C; RSA 189:13-a (requiring training "within 30 days of employment and renewed every 2 years for all employees.")

The principal/designee of each school shall post a sign within the school that is readily visible, in the form provided by DHHS's Division for Children, Youth, and Families (DCYF), that contains the telephone number operated by DCYF to receive reports of child abuse or neglect and instructions on how to access the division for DCYF website.

**Legal Reference:**

Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect  
RSA 169-C:29, Persons Required to Report  
RSA 169-C:30, Nature and Content of Report  
RSA 169-C:31, Immunity from Liability  
RSA 169-C:34, III, Duties of the Department of Health and Human Services  
RSA 189:72, Child Abuse or Neglect Information

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