

Procedure for Identifying and Reporting Suspected Child Abuse or Neglect

All staff members are mandated reporters according to Massachusetts General Law c119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child, he/she must file a report with the Department of Children and Families.

The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document their observations including the child's name, date, time, child's injuries, child's behavior, and any pertinent information. The staff member will discuss this information with the Camp Director.
2. The Camp Director and staff member, with the assistance of the Facility Director, will make a verbal report to DCF. This verbal report will be followed by a required written report 51A within 48 hours. The Department of Children and Families (DCF) is the Massachusetts state Agency responsible for protecting children from child abuse and neglect. To report abuse or neglect, call the Child-at-Risk Hotline anytime of the day or night at 800-792-5200
3. The Camp Director will notify the Acton Board of Health if a 51A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed.

Policy on Abuse & Neglect by a Staff Member

When a staff member is accused of abuse and/or neglect against a child, the following procedures will be administered:

1. The staff member is immediately suspended from Teamworks. It is imperative that the staff member have no contact with children in order to ensure their safety.
2. Once the staff member is suspended, the Department of Children and Families is contacted by the Director. DCF then further investigates the charges and makes a determination regarding whether or not the staff member is prohibited from the center.
3. The accused staff member is always given rights, as stated by the Federal Government. Such rights address that every staff member will be innocent until proven guilty.
4. If the Department of Children and Families concludes that there is no evidence that the staff member is liable of abuse and neglect towards a child, it is at the Director's discretion to either eliminate or allow the staff member to remain at the center.
5. If the Department of Children and Families finds that the staff member is at fault for these allegations, the Director still has the discretion of whether or not the staff member should remain.

Warning Signs for Child Abuse or Neglect

There are often certain recognizable physical and behavioral indicators of child abuse or neglect. The following signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists.

Signs of Physical Abuse

- Bruising, welts or burns that cannot be sufficiently explained; particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time;
- Withdrawn, fearful or extreme behavior;
- Clusters of bruises, welts or burns, indicating repeated contact with a hand or instrument;
- Burns that are insufficiently explained; for example, cigarette burns; and
- Injuries on children where children don't usually get injured (e.g., the torso, back neck buttocks, or thighs).

Signs of Sexual Abuse

- Difficulty walking or sitting;
- Pain or itching in the genital area;
- Torn, stained or bloody underclothing;
- Frequent complaints of stomachaches or headaches;
- Venereal disease;
- Bruises or bleeding in external genitalia;
- Feeling threatened by physical contact;
- Inappropriate sex play or premature understanding of sex; and
- Frequent urinary or yeast infections.

Signs of Emotional Injury

- Speech disorders;
- Inability to play as most children do;
- Sleeping problems;
- Anti-social behavior or behavioral extremes; and
- Delays in emotional and intellectual growth.

Signs of Neglect

- Lack of medical or dental care;
- Chronically dirty or unbathed;
- Lack of adequate school attendance;
- Lack of supervision; for example young children left unattended or with other children too young to protect or care for them;
- Lack of proper nutrition;
- Lack of adequate shelter;
- Self-destructive feelings or behavior; and
- Alcohol or drug abuse.

Each case of child abuse or neglect is individual. The child who has been hurt is always the victim. If you believe a child may be the victim of abuse or neglect, contact the Child-at-Risk Hotline at 1-800-792-5200.

Teamworks Background Check Policy

Teamworks is committed to hiring employees who are highly qualified professionals dedicated to making a difference in the lives of our customers. To ensure the delivery of high quality services through exemplary staff, Teamworks requires professional references and background checks on all applicant/job candidates.

During the hiring process, all applicants are required to submit three professional references that attest to the quality of their work as well as their employment and/or school history. These references are obtained in writing or via telephone interview. All reference checks (i.e. letters of reference or completed telephone reference checklists) are documented in each applicant's personal file.

In addition to submitting references, Teamworks requires all applicants to complete a Criminal Offender Record Information check (CORI) as well as a Sex Offender Registry Information check (SORI) during the hiring process. All applicants are notified during the hiring process, that the offer of employment is contingent upon successful completion of the background check.

Only authorized Teamworks personnel at each facility will submit and review CORI/SORI application. The CORI/SORI results may be shared with the applicant to whom it pertains upon request by the named individual and must not be disseminated to another person/agency except as provided by law. CORI/SORI results will be kept separate from all other personnel records and stored in a secure location (locked cabinet/safe) when not being inspected.

In instances where the results of the CORI/SORI indicate an incident or issue of concern, the candidate will be invited to review the CORI/SORI check and discuss the content.

Although the existence of a criminal record does not automatically disqualify the individual from employment with Teamworks LLC., it is the organization's responsibility to ensure that all employees are appropriate to provide care for our customers.

All background information will be kept on file for a period of three years.

Report of Child(ren) Alleged to be Suffering from Abuse or Neglect

Massachusetts law requires mandated reporters to immediately make a report to the Department of Children and Families (DCF) when they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse and/or neglect by:



STEP 1: Immediately reporting by oral communication to the local DCF Area Office (see contact information at end of form); and

STEP 2: Completing and sending this written report to the local DCF Area Office within 48 hours of making the oral report.

For more information about requirements for mandated reporters and filing a report of alleged abuse and/or neglect please see **A Guide for Mandated Reporters** available on the DCF website at www.mass.gov/dcf.

Please complete all sections of this form. If some data is uncertain or unknown, please signify by placing a question mark (" ? ") after the entry.

CHILDREN REPORTED

Name	Current Location/Address	Language Spoken	Birth Sex		Age or Date of Birth	ICWA/Tribal Affiliation
			Male	Female		

EMERGENCY CONTACT(S) FOR CHILDREN REPORTED: Please list the emergency contact information for all of the reported children, including contact name, relationship, and contact number information.

OTHER CHILDREN: Please include information about other children in the home/family, including name and age/date or birth (if known).

PARENT, GUARDIAN OR CAREGIVER 1

Name: _____

First

Last

Middle

Address: _____

Street & Number

City / Town

State

Zip Code

Phone #: _____ Age/Date of Birth: _____

Language Spoken: _____ Relationship to Child(ren): _____

PARENT, GUARDIAN OR CARGIVER 2

Name:

First

Last

Middle

Address:

Street & Number

City / Town

State

Zip Code

Phone #:

Age/Date of Birth:

Language Spoken:

Relationship to Child(ren):

REPORTER / REPORT

Report Date:

Mandatory Report

Non Mandatory Report

Reporter's Name:

First

Last

Middle

(If the reporter represents an institution, school or facility, please indicate)

Reporter's Address:

Street & Number

City / Town

State

Zip Code

Phone #:

Has reporter informed caregiver of report ?

Yes

No

What is the reporter's relationship to the child(ren)?

What is the nature and extent of injury, abuse, maltreatment or neglect? Please list any prior evidence of same and/or other worries regarding danger to the child(ren). (Please cite the source of this information if not observed firsthand.)

RELATED CONCERNS: Please check all that apply.

Substance Use/Misuse

Acute/Chronic Medical Condition

Runaway

Substance Exposed Newborn

Housing Instability/Homelessness

Gang Involvement

Neonatal Abstinence Syndrome

Human Trafficking

None Applies

Domestic Violence

Sexual Exploitation

Unknown

Mental/Behavioral Health Challenges

Teen Parenting

Other

DESCRIPTION OF RELATED CONCERNS: Please include additional information that will help DCF further understand the concerns checked above. This includes any specific concerns about alcohol/drug use by the parent/guardian/caregiver. If there are concerns related to domestic violence, please also list any information that will help DCF make safe contact with the family (e.g., work schedule, place of employment, daily routines for the adult victim, etc.).

If known, please provide the name(s) and address, phone #, DOB/age, relationship to child, and language spoken of the person(s) responsible for the injury, abuse, maltreatment or neglect and/or any other information that you think might be helpful in establishing the cause of the injury, abuse, maltreatment or neglect.

What are the circumstances under which the reporter became aware of the injury, abuse, maltreatment or neglect? Please include information on dates and timeframes for when the injury, abuse, maltreatment or neglect occurred.

Pedikit# (if applicable): _____ Incident Date (if known): _____

What action has been taken thus far to treat, shelter or otherwise assist the child(ren) to deal with the situation?

Are there any concerns for social worker safety?

Please provide any information about the family's strengths and capacities that you think will be helpful to DCF in ensuring the child's safety and supporting the family to address the abuse and/or neglect concerns.

Signature of Reporter: _____

To report child abuse and/or neglect: Weekdays from 9:00 am to 5:00 pm call the local DCF Area Office.
Weekdays after 5:00 pm and 24 hours on weekends and holidays call the
Child-At-Risk-Hotline 1-800-792-5200

DCF AREA OFFICES

Boston Region

Dimock Street, Roxbury 617-989-2800
Harbor, Chelsea 617-660-3400
Hyde Park 617-363-5000
Park Street, Dorchester 617-822-4700

Central Region

North Central, Leominster 978-353-3600
South Central, Whitinsville 508-929-1000
Worcester East 508-793-8000
Worcester West 508-929-2000

Northern Region

Cambridge/Somerville 617-520-8700
Cape Ann, Salem 978-825-3800
Framingham 508-424-0100
Haverhill 978-469-8800
Lawrence 978-557-2500
Lowell 978-275-6800
Lynn 781-477-1600
Malden 781-388-7100

Southern Region

Arlington 781-641-8500
Brockton 508-894-3700
Cape Cod & Islands 508-760-0200
Coastal, Braintree 781-794-4400
Fall River 508-235-9800
Plymouth 508-732-6200
New Bedford 508-910-1000
Taunton/Attleboro 508-821-7000

Western Region

Greenfield 413-775-5000
Holyoke 413-493-2600
Pittsfield 413-236-1800
Robert Van Wart Center,
East Springfield 413-205-0500
Springfield 413-452-3200