

JLF - REPORTING CHILD ABUSE OR NEGLECT

Category P

Any school employee 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 vice principal. The principal shall then immediately notify the appropriate state officials at DCYF of the New Hampshire Department of Health and Human Services or the police. This report will be made with Disclosure Allowed, or Disclosure Not Allowed modes, not Anonymous. The principal will then notify the Superintendent that such a report to Health and Human Services has been made.

To report child abuse or neglect to DCYF, call (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution and potential personal liability, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a "credential holder", as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

A written report shall be made by the principal within 24 hours using JLF-R. This completed form will then immediately be forwarded to the Superintendent.

If the completed form is not yet available, then the Principal shall forward a written report including the relevant information, such as:

- the identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);
- the identities of siblings or other children in the household of the child(ren) who is the subject of the report;
- information relating to the fact that a report was made to DCYF (e.g. the date, the mode, the person who made the report and the DCYF report number); and
- any other information requested by the Superintendent, law enforcement or DCYF.

Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.) is encouraged to create and maintain personal notes reflecting the information they have relative to the nature of the report, as well as information pertaining to the

fact of the report (e.g., the date, time, person making, and mode of the report), and the DCYF report number.

The report should contain 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 the Department of Health and Human Services. (Delete and just follow the form)

The Wilton-Lyndeborough Cooperative School Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect.

Legal References:

RSA 169-C

[Child Protection Act](#)

RSA 169-C:29-39

[Reporting Law](#)

RSA 189:13-a

[School Employee and Designated School Volunteer Criminal History Records Check](#)

RSA 189:72

[Child Abuse or Neglect Information](#)

RSA 193-D:4

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