

Bulletin 6

Procedures When Dealing with DCPD



Bulletin No. 6

September 2016

Procedures When Dealing With the Division of Child Protection & Permanency (DCPP)

As per New Jersey Statutes 9:6-8.10 (Reports of Child Abuse), any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse, is obligated to report to the proper authorities. The following procedures are to be implemented immediately when dealing with possible incidents of child abuse and neglect.

When a Faculty or Staff Member Suspects an Incident of Child Abuse, he/she MUST:

1. **Immediately report the information to the DCPP at their Child Abuse Hotline: 1-877-652-2873 (1-877-NJ ABUSE)**
2. **Simultaneously report the incident to the Passaic County Prosecutor's Office (PCPO) Special Victim's Unit (SVU) (973) 837-7680**
3. **In addition, report the incident to the City of Passaic Police/School Resource Officer**
4. **Alert or notify the Building Administrator**
5. **Complete Documentation Form (Exhibit 1) and Incident Report (Bulletin 3)**

Do's and Don'ts When Reporting an Incident of Child Abuse:

1. **Do** comfort and reassure the child, if appropriate, that the child was correct to disclose the abuse.
2. **Do** arrange for immediate mental health intervention, if needed, in cases of extreme distress upon the disclosure of abuse.
3. **Do** make notes or otherwise memorialize the exact words the child used to disclose abuse or gave rise to a reasonable suspicion of abuse, including the child's demeanor.
4. **Do** be prepared to provide all readily available information concerning the child's pedigree, nature of abuse, and context of disclosure or reasonable suspicion. Do not delay reporting if such information is not readily available.
5. **Do** secure emergency medical attention, if appropriate.
6. **Do** keep the child separated from the alleged offender, in relevant cases.
7. **Do Not** attempt to interview the child or investigate the allegation to determine its validity. Allow the child to explain if he/she wishes. However, do not conduct an inquiry into the circumstances of the abuse. If it is a disclosure which gives rise to a reasonable suspicion the task of interviewing the child is for the appropriate investigating agency.
8. **Do Not** contact the parent or caretaker until you have discussed the issue with DCPP and the PCPO.
9. **Do Not** usher the child to other adults within the school to repeat the disclosure.

For example: **Do Not** bring the child to the Principal, School Nurse, School Psychologist, or other person to repeat the disclosure. You may, however, report the disclosure to superiors out of the presence of the child, but such reporting shall follow your immediate duty to contact DCPP, PCPO, and Passaic Police/SRO.



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10. **Do Not** inform the alleged offender of the accusation or the identity of the complaining or implicated child. Contact DCPD or the PCPO SVU for advice on dealing with the offender if he/she is within the school.
11. **Do Not** inform, ask and/or confront the alleged offender about the allegations even if he/she is school personnel.
12. **Do Not** overreact, be judgmental, become emotional or angry in the presence of the child.

When a DCPD Visits the School for the First Time About a Child(ren):

1. Obtain a copy of the investigator's ID card and the "Pursuant to Title IX" letter for your files from the DCPD Investigator.
2. Once the ID card and the letter are obtained, provide access to the child(ren). The school principal or his/her certificated designee must be present during the meeting.

When a DCPD Investigator Visits the School Subsequent Times About that Same Child(ren):

1. View the investigator's ID card.
2. Check to ensure you have a copy of the ID card on file.
3. Once you ensure the ID card is on file, provide access to the child(ren). The school principal or his/her certificated designee must be present during the meeting.
4. Please note the date and purpose of this subsequent visit in your file.

When a Written Request for Follow-up Information on a Child(ren) is Received:

1. Ensure that a "Pursuant to Title IX" letter arrives with the written follow-up request; if it does not arrive with the written follow-up request, ask the investigator to submit one.
2. Once the "Pursuant to Title IX" letter arrives, provide the information requested to the investigator.

When a DCPD Investigator Requests Copies of Incident Reports/Documents as Part of an Investigation:

1. Obtain a copy of the investigator's ID card and the "Pursuant to Title IX" letter for your files.
2. Once the ID card and the letter are obtained, provide the requested report or document; make note of the document(s) provided, record the name of DCPD investigator that the reports were given to and note the date and time for your file copy.

General Notes:

1. Document all referrals to DCPD on the individual student health record (form A-45)*, stating only the fact that the referral was made; the date and time; the name of the DCPD staff member to whom the report was made.
2. DCPD files must be kept in a confidential location; these files must be kept in a separate, secure filing cabinet apart from students' cumulative records.



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3. If DCPD has “care and custody” of a child or children, investigators will provide you with a copy of the document giving custody to DCPD for the student’s file. Ensure that the Student Information System is updated accordingly.
4. When DCPD investigators interview a child(ren), The school principal or his/her certificated designee must be present during the meeting.

For all reported DCPD cases, a complete Incident Report (Bulletin No. 3) and DCPD/PCPO/SRO Documentation Form, (Bulletin No. 6, Exhibit 1) should be submitted to the Office of the Assistant Superintendent of Schools.

Thank you.

Pablo Muñoz
Superintendent of Schools

**Form A-45 is available at the school nurse’s office*



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**Division of Child Protection and Permanency (DCPP)
Passaic County Prosecutor’s Office (PCPO)
Passaic Police School Resource Officers (SRO)
Documentation Form**

Each caller reporting a suspected case of child abuse or neglect must notify DCPP, the Passaic County Prosecutor’s Office Child Advocacy Center, and the Passaic Police SRO:

Is the alleged abuser an employee? Yes _____ No _____

School: _____ Person making call: _____

Student’s name: _____ Student’s I.D. Number: _____

Brief description of incident (including time and date):

**24/7 Child Abuse Hotline – 1- 877- NJ ABUSE
1 – 877 – 652-2873**

Name and ID # of DCPP Screener: _____

Date of call: _____ Time of call: _____

Recommendation of Screener:

Passaic County Prosecutor’s Office –Child Advocacy Center - 973 837-7681

Name of Person taking call: _____ Report No. _____

Date of call: _____ Time of call: _____

Recommendation of Screener:

Passaic Police School Resource Officer -

Name of Officer taking call: _____ Report No. _____

Date of call: _____ Time of call: _____

Recommendation of Screener:

