
 <p style="text-align: center;">State of Connecticut JUDICIAL BRANCH COURT SUPPORT SERVICES DIVISION POLICY AND PROCEDURES</p>	<i>POLICY NO.</i> 5.10	<i>EFFECTIVE DATE:</i> February 1, 2015	Page 1 of 7
	<i>SUPERSEDES:</i> October 1, 2010		
<i>APPROVED BY:</i> Executive Director	<i>TITLE:</i> GENERAL SECTION REPORTING OF ABUSE, NEGLECT AND INJURY		

1. **Policy**


- A. Pursuant to CGS 17a-101 http://search.cga.state.ct.us/dtsearch_pub_statutes.html, the Court Support Services Division's (CSSD) Adult and Juvenile Probation Officers, Clinical Coordinators and, as amended by Public Act 10-43, <http://www.cga.ct.gov/2010/ACT/PA/2010PA-00043-R00HB-05539-PA.htm> effective October 1, 2010, Family Services Supervisors, Family Relations Counselors, and Family Relations Counselor Trainees will be considered Mandated Reporters. If during the course of their professional duties the Adult or Juvenile Probation Officer, Family Services Supervisor, Family Relations Counselor, Family Relations Counselor Trainee, or Clinical Coordinator has reasonable cause to suspect that a child under the age of 18 has been abused, neglected, or placed in imminent risk of serious harm, he/she will report or cause a report to be made, both orally and in writing, to the Connecticut Department of Children and Families (DCF). Juvenile Residential Services staff will also be considered Mandated Reporters under CGS 17a-101, http://search.cga.state.ct.us/dtsearch_pub_statutes.html ("any person paid to care for a child in any public or private facility") and this CSSD Policy and Procedure applies to them.
- B. In addition, all other CSSD employees who, during the course of their professional duties suspect or have reason to suspect that a child under the age of 18 is involved in an incident of abuse or neglect, they must report it to their supervisor and through the operational chain of command up to and including the CSSD Executive Director, in a complete, accurate and timely manner. (See CSSD Policy and Procedure 2.14, Incident Reporting).

2. **Definitions**

- A. Abuse For the purpose of this policy, any child or youth who has a non-accidental physical injury, or injuries which are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment (CGS 46b-120) http://search.cga.state.ct.us/dtsearch_pub_statutes.html .

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- B. DCF Hot Line Single point of contact for reporting suspected child abuse and neglect which operates 24 hours a day, 7 days a week to receive and process reports.
- C. DCF-136 – Report of Suspected Child Abuse/Neglect Official DCF reporting form http://www.ct.gov/dcf/lib/dcf/child_welfare_services/pdf/child_abuse_neglect_dcf_136.pdf used by mandated reporters to provide written information to DCF.
- D. Department of Children and Families (DCF) The Executive Branch agency charged with providing services to youth aged 18 and under, or to youth under 21 years of age who are DCF clients.
- E. Department of Social Services (DSS) The Executive Branch agency charged with providing services to the elderly, persons with disabilities, families and individuals.
- F. Injury For the purpose of this policy, having been abused or neglected; has had a non-accidental physical injury or injury at variance with the explanation for it; or is placed at imminent risk of serious harm.
- G. Mandated Reporter A CSSD employee designated by statute (CGS 17a-101b and PA 10-43, Section 12) as having the responsibility of reporting all suspected instances of abuse, neglect and injury.
- H. Neglect For the purpose of this policy, any child or youth who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his/her well-being (CGS 46b-120).
- I. Non Mandated Reporter A CSSD employee whose job responsibilities may make him/her aware of suspected instances of abuse and neglect, who are not designated by statute, but who have responsibilities to report such instances according to CSSD Policy and Procedure.
- J. Office of Protection and Advocacy for Persons with Disabilities Independent state agency created to safeguard and advance the civil and human rights of people with disabilities in Connecticut.

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- K. Outside Parties Adult(s) suspected of assaulting or abusing a child who is/are not the person(s) responsible for the care of a child.
- L. Reasonable Cause Facts or circumstances which would lead a reasonable person to believe there is a possibility that harm has been caused by neglect or non-accidental means.
- M. Suspicion An adequate level of concern necessary to file a complaint based upon what the reporter has observed and/or has been told.

3. Procedures for Mandated Reporters


- A. Mandated reporters engaged in the ordinary course of business will be required to report to DCF when they have reasonable cause to suspect or believe that a child under 18 years of age is being abused or neglected, or is placed at imminent risk of abuse or neglect (CGS 17a-101a) http://search.cga.state.ct.us/dtsearch_pub_statutes.html.
- B. Mandated reporters, who, outside of their professional capacity, have reasonable cause to suspect abuse or neglect as above, can and should make a report to the DCF Hotline.
- C. Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. In cases of abuse, mandated reporters should not talk with parents until they are notified that DCF has investigated the allegations.
- D. Mandated reporters will not be required to report suspected child abuse or neglect at the hands of institutional or school staff to the head of such institution or school, but must report such to DCF.
- E. Mandated reporters will be required to give their name to DCF when making a report, but may request anonymity.
- F. Mandated reporters will be required to report orally to the DCF Hotline 1-800-842-2288 or local police as soon as practicable but not later than 12 hours after determining reasonable cause for abuse, neglect, or injury.

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- G. A completed Form DCF-136, Report of Suspected Child Abuse/Neglect, must be submitted to DCF within 48 hours of making the oral report unless the oral report includes all of the required information contained on the DCF-136 http://www.ct.gov/dcf/lib/dcf/child_welfare_services/pdf/child_abuse_neglect_dcf_136.pdf.
- H. If the oral report is made to a law enforcement agency (and not to the DCF Hotline), the mandated reporter will submit a written report to DCF within 48 hours of notifying the police. The report must contain all of the required information listed below if known:
- (1) Names and addresses of the child and parent(s) or responsible caregiver(s).
 - (2) Child's age and gender.
 - (3) Nature and extent of injury, abuse, or neglect.
 - (4) Approximate date and time the injury, maltreatment, or neglect occurred.
 - (5) Circumstance under which the injury, abuse or neglect became known to the reporter.
 - (6) Previous injuries, abuse or neglect of the child or sibling(s).
 - (7) Name of the person suspected to have caused the injury, maltreatment or neglect.
 - (8) Any action taken to treat or help the child.
 - (9) Any sibling(s) and/or other children at risk.
 - (10) Any other information the reporter believes could be helpful.
- I. In accordance with this CSSD Policy and Procedure, the following guidelines have been established by DCF for reporting sexual activity involving minors, regardless of gender, that has occurred or is suspected.


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- (1) All determinations made by mandated reporters regarding when to report will be based on whether or not they reasonably believe that the child is at risk of serious injury or was abused or neglected as defined in CGS 46b-120 http://search.cga.state.ct.us/dtsearch_pub_statutes.html. The Report of Suspected Child Abuse/Neglect form, DCF-136, http://www.ct.gov/dcf/lib/dcf/child_welfare_services/pdf/child_abuse_neglect_dcf_136.pdf will be completed if the following circumstances exist:
- a. A child under 13 years of age is engaging in sexual intercourse, has a sexually transmitted disease, is pregnant, or is engaging in sexual activity that is developmentally inappropriate.
 - b. A child of any age is determined to be engaging in sexual activity with a member of his/her family, regardless of the age of the individuals.
 - c. A child of any age is determined to be in a condition that is the result of sexual molestation or exploitation.
 - d. A child of any age is determined to be engaging in sexual activity and the following also exists:
 - i. The relationship is non-consensual, hostile, contains the use of force of threatening, and one individual is being exploited, degraded or humiliated;
 - ii. The child has emotional psychological or intellectual disabilities that may preclude him/her from consenting or understanding the consequences of consenting, regardless of the child's age;
 - iii. The child is 13 years of age or older (but under the age of 16 years), and the partner is at least 2 years older or more than the child.
 - e. In any circumstances described in Section a-d above, if information concerning HIV/AIDS status is disclosed, or if the CSSD employee has

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reasonable cause to believe that this condition exists, the juvenile’s legal guardian must sign the Authorization for Release of Information, JD-CL-46, [CL046.PDF](#) or the release must be ordered by the court before this information can be reported. (See also CSSD Policy and Procedure 7.2, Juvenile Services, Confidentiality / Release of Information).

- J. In addition to the procedures set forth in Section 3 of this policy, the following actions will be taken by the Juvenile Detention Superintendent for suspected incidents of child abuse or neglect occurring while a juvenile is detained in a Juvenile Detention Center.
- (1) The juvenile will be provided with the opportunity to access appropriate mental health services and to be examined by the facility physician, who will initiate appropriate care.
 - a. Parents or guardians will be notified if appropriate.
 - b. If it appears that the abuse or neglect occurred within the Detention Center, the Juvenile Detention Superintendent will notify the CSSD Executive Director of the alleged or suspected incidents.
 - c. In the event of serious injury or death to a juvenile, the Executive Director or statutorily designated authority will be notified immediately by telephone.
 - (2) The Juvenile Detention Superintendent, upon receipt of an allegation, will promptly determine the facts surrounding the incident and notify the proper authorities, including DCF. All facts will be recorded and a copy of the initial report with any subsequent findings and actions will be placed in a permanent file at the facility. The original report will include copies of all pertinent documents (incident reports, logbook entries, photographs, and medical reports).
- K. CSSD Policy and Procedure 2.14, Incident Reporting, should be reviewed for additional procedures that are to be followed when reporting abuse, neglect or injury.

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4. **Procedures for Non Mandated Reporters**

A. All CSSD employees who, during the course of their professional duties suspect or have reason to suspect that a child under the age of 18 is involved in an incident of abuse or neglect, should consult with their supervisor in making a decision on whether to report the issue to DCF. When such a report is made to DCF, information should be processed in a complete, accurate and timely manner through the operational chain of command up to and including the CSSD Executive Director in accordance with CSSD Policy and Procedures 2.14, Incident Reporting.

5. **Notification Procedures**

A. CSSD mandated reporters must immediately report to their supervisor all incidences where they suspect abuse, neglect or injury of a child, including clients, who are in Detention, under Probation Supervision, or involved with Family Services and begin the reporting process to DCF. Supervisors will immediately report these activities in accordance with CSSD Policy and Procedure 2.14, Incident Reporting.

B. When abuse, neglect or injury is suspected at the hands of institutional, school or facility staff, mandated reporters must report to DCF or the police.

C. In the case of a report concerning an employee of a state licensed facility or institution providing child care, the mandated reporter must send a copy of the written report to the executive head of the state licensing agency.

6. **Abuse and Neglect Reporting Procedures for CSSD Clients over the Age of 18** Any CSSD employee who, during the course of his/her job duties has reason to suspect that abuse or neglect has occurred or is in danger of occurring to clients over the age of 18, should report this information to their office supervisor. The supervisor will determine whether a referral should be made to the Office of Protection and Advocacy for Persons with Disabilities, (if appropriate), or to the Department of Social Services (DSS) for clients who are over the age of sixty.

7. **Exceptions** Any exception to this policy will require prior written approval from the Division's Executive Director.