

## **Policy Regarding Reporting Suspected Abuse or Neglect of a Child** **BOR approved 1/17/14 and Revised 1/15/15; requires annual distribution to employees**

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (CSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as “mandatory reporters” who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child.

The BOR recognizes that each CSCU campus must be a safe and secure environment for children to grow and develop. Therefore, the BOR further requires mandatory reporters to report any witnessed or suspected abuse or neglect of a child on a CSCU campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to their director or vice president who must then inform the campus President and the System Office Vice President for Human Resources or his/her designee.

If the director or vice president reasonably believes that a reportable incident has occurred, and, if the suspected perpetrator is a BOR or CSCU employee, he/she will immediately contact their Chief Human Resources Officer who shall assign an objective person to investigate the report. An employee under investigation may be placed on administrative leave pending the results of the investigation. Employees who report suspicions of abuse or neglect are protected from any disciplinary action unless the report is determined to have been maliciously made. An employee who fails to report, but is later determined to have had previous knowledge of the abuse, may be subject to discipline.

A report is required if there is reasonable cause to suspect that a person under the age of 18 is in imminent harm, has had non accidental injuries or has been abused or neglected. Reasonable cause to believe or suspect that child abuse has occurred is sufficient to make a report.

All staff designated as mandatory reporters are required to take the Department of Children and Families Mandated Reporter Training, either on-line or in person, and Mandated Reporter Training will be included in New Employee Orientation. Compliance with training will be monitored by each CSCU campus’s Department of Human Resources. A copy of this policy shall be disseminated annually to all employees.

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education

Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the CSU community and to assure that the appropriate disciplinary processes are implemented.

## Department of Children & Families Mandated Reporter On-Line Training

As described in the Board of Regents for Higher Education Policy Regarding Reporting Suspected Abuse or Neglect of a Child, all employees (except student employees) of the University have been designated as “Mandatory Reporters.” In accordance with this designation, all employees are required to take the Department of Children and Families Mandated Reporter on-line training. This on-line lasts approximately 25 minutes and it should be completed within a reasonable amount of time for all applicable employees. Please be aware that you only need to complete this on-line training once, thus if you have previously completed it and are being re-employed you do not need to complete it again. Below are the instructions on how to access the training.

- Go to the Department of Children & Families website at the below link:

<http://www.ct.gov/dcf/site/default.asp>

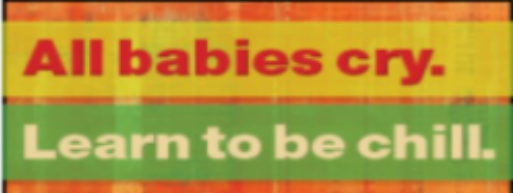
- You will then be directed to the following page:



- Scroll down to the halfway point of the webpage and in the right hand column you will see an option for “Mandated Reporting”
- Below is a screen print of what you will see:

November 1, 2016  
 DCF PRESS RELEASE  
 How Connecticut and the Department is celebrating Adoption Awareness Month

> [Additional News Articles](#)



- DCF Offices and the towns they serve
- Fire-setting (AKA: "Youth Set Fires")
- Human Trafficking
- Infant Abandonment-Safe Haven Law
- Interpreter Services
- Juan F. Exit Plan News
- **Mandated Reporter Training** ←
- Prison Rape Elimination Act (PREA)

- Click on the “Mandated Reporter Training” link
- You will then be directed to the following page:

### DCF Mandated Reporter Training

#### On-Line Training

For **School Employees**, please [click here](#) to access the on-line Mandated Reporter Training for School Employees.


For **all other Mandated Reporters**, please [click here](#) to access the on-line Mandated Reporter Training for Community Providers.

#### In-Person Training

To request to have a trainer come to your school, organization or facility, please [click here](#) and complete the online inquiry form.

- Click on the “click here” link as designated by the red arrow above
- You will then be directed to the following page:

### Connecticut Mandated Reporter Training - School Employees



Welcome to the Connecticut Mandated Reporter Training for School Employees.

The training will take approximately 30 to 45 minutes to complete.

At the end of the training, a certificate of completion will be available for downloading or emailing.

- Click on the “Start” button
- You will then be directed to the following page:

**Name**  
Fred Cratty

**Enter Email**  
crattyf@wcsu.edu

**Organization Name**  
Western Connecticut State University

**Type of Organization**  
Institute of Higher I

**Organization City**  
Danbury

**Organization State**  
Connecticut

**How Many People are viewing the Training Today?**  
1

**Submit**

- Fill in all of the requested information for yourself as shown above. Once you have done so click on the “Submit” button. You will then be brought to the below screen:

DCF Hi Fred Cratty | Logout Save Previous Next

### Important Points about This Training

Please review these tips and then click NEXT to begin the training

1. The name entered on the login screen is the name which will appear on your certificate of completion. If multiple people are viewing this training together, it is the responsibility of the administrator(s) of that location to maintain an attendance record.
2. You are able to save your progress in the training at any time. The **SAVE** button appears in the upper-right portion of each screen. Once you save, you have the option to continue or exit the training. To return to the training at a later date, return to the DCF website and register for the training again, using the same email address. You will be directed to resume where you left off.
3. Depending on your internet connection, there may be a slight delay with the training modules loading. Press the refresh button on your browser if it takes more than two minutes to load.
4. There is an audio portion corresponding to most of the screens of the training. To read the closed captioning, click the **NOTES** tab above the menu on the right-hand side.
5. Each training module will end with a short quiz. Following the fourth module quiz, you will be asked to complete a short survey. Your certificate of completion will be available after the survey is completed. You will also receive an email confirming you completed the training, with a link to the certificate.
6. There is a set amount of time you must stay in each module. The length varies per slide. You can see the amount of time remaining. It is noted by the red timer that is on the top of the screen. You are not able to advance to the next module until this timer is at 0. *Pressing NEXT before the timer expires will create an error message and/or freeze the training.*

- Click on the “Next” button in the upper right hand corner in order to begin the training course.

The course will take approximately 30 to 45 minutes in order to complete. Once you have successfully completed it, you will be emailed a certificate of completion. Please make sure to retain a copy of this certificate for your records.

If you have any questions regarding this on-line training please contact Mr. Fred Cratty, Chief Human Resources Officer at 203-837-8665 or via email at [crattyf@wcsu.edu](mailto:crattyf@wcsu.edu).