



**The Gersh and Sarah Lemberg Children's Center, Inc.**  
Brandeis University, MS#44  
457 Old South Street  
Waltham, MA 02454-9110

**EMERGENCY PROCEDURES  
AND POLICY FOR MAINTAINING  
HEALTH & SAFETY  
STAFF ORIENTATION INFORMATION**

URL: <http://www.brandeis.edu/lemborg/employees/orientation.html>  
Email: [lemborg@brandeis.edu](mailto:lemborg@brandeis.edu)  
781-736-2200

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## EMERGENCY INFORMATION & PROCEDURES

### Emergency Phone Numbers

It is helpful to put these numbers into your mobile contacts:

Brandeis EMT & Public Safety	6-3333	
If using a mobile phone	<b>781-736-3333</b>	
Lemberg Children's Center	6-2200	(voice mail)
Voyagers	6-2386	
Navigators	6-2381	
Butterflies & Hummingbirds	6-2383	
Adventurers & Explorers	6-2384	
Howie Baker , Exec Director	6-2201 or 781-789-9475	cell

### Protocols for Keeping Track of Children

It is essential that we know where each child is during the day and that each child is with an educator. Each classroom keeps a daily attendance with the time of arrival and departure of each child. Additionally we have forms for recording when a child leaves the classroom with anyone authorized to care for the child. You maybe asked to mark this on one of these forms, by a teacher. All the classrooms and the playgrounds have lists of children currently in that space and the name of the teacher/classroom responsible for that child's welfare. It is imperative that all children in the group are counted and identified throughout the day, especially when moving from space to space.

### Procedures for TYPICAL INJURIES

In most situations when injuries occur, you have time to patiently react. Calmly call a head teacher or teaching fellow for help. The head teacher or fellow will assume care for the injured child. S/he will ask you to get the appropriate supplies needed or to bring the other children away to a fun activity explaining that X will have the teachers help. Our most common serious accidents are a bloody nose, a bite or a bad bump on the arm or leg. In these situations if you have a current First Aid Certification, make sure someone can supervise the other children in your care, and then help out the child who has been injured. **Make sure the head teacher/teaching fellow knows about the injury and incident.** After the attending care is given, an Accident/Incident Report needs to be completed with a head teacher. It will be given to the parent with 2 copies made for files.

### Procedures for Emergencies (First Aid & Injuries)

Children will always be under the supervision of a teacher who has completed a first aid course (within the last two years) and a CPR course (within the last year). Should an emergency situation occur, if you are currently certified in first aid and/or CPR use it; if not, help people remain calm, and call for the appropriate help. In every classroom there is a sign for reviewing First Aid and Evacuation Procedures.

*WHEN EMERGENCIES OCCUR, REMAIN CALM, CALL FOR HELP, IF NOT RELIEVED BY A HEAD*

*TEACHER OR FELLOW, TELL PEOPLE WHO COME TO HELP REMOVE THE OTHER CHILDREN, REMAIN CALM, OR CALL FOR EMT (at 63333), CHECK THE INJURED PERSON, AS YOU HAVE BEEN TRAINED.*

## **First Aid Cabinet and First Aid Backpacks**

The center has a first aid backpacks in every room and on the playground. There is a cabinet with first aid supplies in the kitchen above the oven and in the first floor bathroom. The cabinets and backpacks are checked weekly to be sure the pack has all the items for care including emergency phone numbers. At each telephone, emergency assistance phone numbers are posted. When off-site, the person leading the group will be responsible for having a mobile phone or our intercom to reach Brandeis Public Safety. ONLY adults carry the first aid backpacks. Head teachers are responsible for checking the first aid backpacks weekly to ensure all supplies required are present.

## **Plan for Evacuation of the Center in an Emergency**

In a fire or other emergency that requires us to evacuate the center, exit the building through the nearest exit. Remain calm; the children need you to ensure their safety. If you are in the multipurpose room, take all the children out the back door onto the playground. Navigators and Voyagers have classroom exits to the playground as well. If you are in a downstairs classroom, then exit out of the building through the nearest exit to outside. The head teachers are responsible for taking attendance, and ensuring that we have first aid packs, laptop and an activity pack. Once we are all accounted for, we will proceed to Gosman Gym, and then if there is a campus wide evacuation, will we take buses to Bentley College in north Waltham.

Posted in each classroom and near each telephone are the procedures for handling injuries and for evacuating the center. These procedures remind you to take charge of the children, remain calm and exit through the nearest outside door.

## **Plan for Emergency Lock-down and Sheltering In-Place**

Should we be advised by Public Safety to Lock-down and secure the facility, we will need everyone to close all windows and window shades. Staff & children should stay away from windows that are at street level. The center has all exit doors locked. This is why you need to have an access card or key to enter. The Center has drills to practice these procedures. The head teachers will guide you through the process.

## **Strangers and Public Safety**

The Center has all exit doors locked. Only a key or an access card opens the doors unless you do it. Only let people you know in.

## **What to do when someone you DON'T know enters the Center.**

When someone enters the center and you do not know them, please introduce yourself and ask how you can help them, essentially we want you to find out why they are here. If the person is not a parent of a child, or an employee, then assist them in finding Howie or a head teacher. THINK SECURITY AND PUBLIC SAFETY. The classroom areas are not public areas. If this is an intruder, we have an EMERGENCY CALL BUTTON to contact Public Safety. One is located in the

multipurpose/lunch room on the wall above the small sink, the second is on the desk in the office next to the button that can open the main entry door.

## Required Orientation to the Field of Early Education & Care

Each person working or volunteering must complete the TA/Staff or Teacher/Head Teacher Orientation Checklist and sign the document. In most cases this orientation will take several weeks, but begins with your application for a position, completing a background check, registering with the Department of Early Education and Care [www.mass.gov/eec](http://www.mass.gov/eec) and reading several orientation documents and learning our procedures for health, safety, child management and more.

If you have not done the required orientation to the field at the website of EEC <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/workforce-and-professional-development/training-and-orientation-resources/> please do so.

## Closings for Snow or Other Weather Related Emergencies

Check the **Brandeis Weather Hotline: 781-736-2625**

We follow Brandeis' policy. Announcements of Brandeis University CLOSING for snow emergency are at:

<http://www.brandeis.edu>

<http://www.wbur.org>

<http://www.thebostonchannel.com>

Should the University close during the day, staff will stay to properly supervise the children until a parent or parent designee picks up each child. Call the office 781-736-2200 to clarify your work schedule. If the University has a delayed opening, Lemberg may open an hour earlier.

## Snow Closing during Intersession and University Holidays:

When a snow emergency has public schools closing, check our message machine. CALL US. A message indicating a regular opening, a delayed opening or our closing will be on the welcome message by 7:00 AM. If you are on the one of our email lists, you should receive a message. Call to be sure of our schedule 781-736-2200

## Absentee Policy for TAs: Managing Your Inability to Come to Work

We need you here to safely provide a rich educational program for our children. The children are attached to you and will miss your help and care. If you have to be absent and know days or weeks in advance **plan ahead, please**. It is your responsibility to **post a request for a substitute on Facebook "Lemberg Sub Requests" Page** and email Karen [eichen@brandeis.edu](mailto:eichen@brandeis.edu) or [Lemberg@brandeis.edu](mailto:Lemberg@brandeis.edu) to alert us. Email again when someone agrees to take your hours...make sure you tell us who is covering and the times that person will cover for you. Should you not find a substitute, please come to work or discuss coverage with Karen. **If sick and you can't work**, see header, "Sick Staff Policy" on page 8. We have a rule about not being absent more than three times during a semester.

## Hand Washing When You Arrive – Regulations Require This!

WASH or Sanitize your HANDS WHEN YOU FIRST ARRIVE. In the entry we have PURELL HAND SANITIZER. The sink and paper towels are found in the each classroom and in the restroom (HP

accessible) on the first and second floor. Hand sanitizer is available in all the classrooms usually near the entrance.

In order for us to minimize exposure to disease, maintaining proper hygiene is vital. Please wash your hands frequently, certainly before preparing & serving food, after changing a child's wet or soiled clothing, after using paints, sand, or materials that may contain harmful substances. Use PureGreen 24 or Oxivir Disinfectant when cleaning surfaces. Wear gloves!

## Hand Washing Procedures

Posted at every sink and in the lunchroom are instructions for proper hand washing. The staff is responsible for ensuring that each child cleans herself/himself well too. NAEYC and MA Dept of Public Health require us to use paper towel to turn off the water after washing our hands. Remember that the best protection against your catching or spreading disease is frequent hand washing. Our daily routine includes many times during the day for the inspection of children's hands and faces before snack and lunch, as well as after toileting.

### How to wash hands

- Moisten hands with water and apply heavy lather of *liquid* soap.
- Wash well under running water for at least 20 seconds.
- Pay particular attention to areas between fingers, around nail beds, under fingernails, and backs of hands.
- Rinse well under running water until free of soap and dirt. Hold hands so that water flows from wrist to fingertips.
- Dry hands with paper towel.
- **Use paper towel to turn off faucet, then discard towel** (Required by DPH & EEC).

### Infants/Toddlers

Help the child use soap and water at a sink. If a child refuses to wash his/her hands, use disposable wipes or follow this procedure:

- Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap.
- Wipe the child's hands with a paper towel wet with clear water.
- Dry the child's hands with a paper towel.

### Older children

- Help child use soap dispenser to squirt liquid soap on children's hands.
- Wash and rinse their hands in running water, directing flow from wrist to fingertips.
- Dry hands with paper towel.
- **Use paper towel to turn off faucet, and then discard towel** (Required by DPH & EEC). Teach older children to carry out the procedure themselves. Supervise younger children in carrying out this hand washing procedure.

## Disinfecting Procedures

**Everything touched is a potential place for the spread of illnesses. Counter tops, tables, chairs, door-knobs, windows, sinks are but a few of the places that need to be disinfected.** To disinfect we use green products **Oxivir or PureGreen 24**. Oxivir comes as wipes and in a spray bottle. PureGreen 24 is in a spray bottle with green multifiber cloths and is used in food prep and where we serve food. Both kill 99% of all known bacteria, virus' and microbes. They do take a minute or two to kill all on the surface that

you are cleaning. When using an Oxivir wipe or Oxivir spray, let the disinfectant dry for two minutes before removing excess with paper towel. We have “Bounty” or similar paper towel, which absorbs much more than the paper towels in the dispensers by each sink. When using PureGreen 24, use the green microfiber cloths to wipe down the surface. On small objects spray the cloth and then wipe with the cloth. The cloth can be used dirty... as the PureGreen 24 kills whatever is on the cloth. We wash these cloths at the end of the day in the washing machine found in the Butterflies Classroom. **Please wash doorframes, chairs, counters, everything you can as many times a day as possible!**

The toys are sprayed nightly with a mix Pure Green 24 downstairs and upstairs. Additionally, if a toy has been put into a child's mouth, please put it aside for disinfecting or sanitizing. To disinfect wash with Oxivir or PureGreen 24, or put the items into the washing machine in the Butterfly Room. To sanitize put the items into the dishwasher in the kitchen

Dishes, cups and flatware, pots, utensils, knives and trays are SANITIZED in our dishwasher found in the kitchen. The dishwasher automatically dispenses soap so do not put any into the dishwasher. Use only one dishwasher tray at a time and try not to let flatware, cups, plates, touch each other.. Each load only takes 2 – 3 minutes! Do smaller loads than you would in a household dishwasher, we can do 30 loads in the time a typical dishwasher does one load! When the load is done, the items will dry in a minute or two. Be careful opening the door when a load is finished, a lot of steam will fog your glasses!

## Allergy Information – Location and Treatment

Every classroom, the multipurpose room and the kitchen has a ALLERGY ALERT Information posted. Under the cover page is a listing of any child (or adult) with a known allergy to food, bees, or other known or unknown substances, and how we must be careful to protect the children and staff. The head teachers are instructed in treatment procedures. Medication that is necessary for treatment of the allergy is kept in the kitchen first aid cabinet and/or in the classroom first aid backpack. For more information about the management of severe allergic reactions see in this guide “Anaphylaxis: a FACT Sheet for School Staff “

## Medication Administration Procedures

Teaching Assistants are not allowed to administer medication to children. However, they must be familiar with the following:

### Common Adverse Reactions to Medication:

- Difficulty breathing
- Rash
- Drowsiness and/or confusion
- Nausea and/or vomiting
- Headache
- Muscle weakness
- Severe stomach cramps and diarrhea

### Anaphylaxis shock: First signs: (may have one or all of these symptoms)

- **Mouth:** tingling sensation or itching
- **Respiratory:** runny nose, conjunctivitis, sneezing, coughing, wheezing, throat swelling from excess water (edema), hoarseness, and wheezing.
- **Gastrointestinal:** itchy mouth, stomach pain, nausea, vomiting, and diarrhea.

- **Cardiovascular:** drop in blood pressure, increase in heart rate, lightheadedness and shock.
- **Skin:** hives, swelling, flushing, general itchiness – The absence of skin reactions is common, do not let this delay in recognition and treatment with epinephrine.

## Sick Child Care

When a child is ill and waiting for the parent to come to take them home, a cot may be set up for the child in their classroom. A head teacher determines the appropriate placement of a child when quarantine is necessary. A teaching assistant maybe assigned to watch an ill child – a protective mask or gloves are available in our first aid packs if necessary or desired.

## Sick Staff Policy

**Mildly ill staff and children can be in daycare. Children and staff who have been treated by a physician may be in daycare.** However, if you are exposed to or in treatment for a highly contagious infection or disease, please inform Karen <[eichen@brandeis.edu](mailto:eichen@brandeis.edu)> or Howie <[baker@brandeis.edu](mailto:baker@brandeis.edu)> who will help to determine (with DPH guidance or medical advice) if you should come to work or stay out for one or more days CALL 781-736-2200 (office) For hours when the center is closed, please leave a message with a phone number on our 24/7 voicemail. **If you will not be coming to work, POST for a substitute on Facebook “Lemberg Sub Requests”** and email Karen at [eichen@brandeis.edu](mailto:eichen@brandeis.edu) and Lemberg Office [Lemberg@brandeis.edu](mailto:Lemberg@brandeis.edu). It is important that you share the symptoms of your illness. When you have heard that someone will cover for you, email Karen, or call with the name of the person covering for you and the hours covered.

Whenever a member of the community has a serious communicable disease it is important for the director or his designee to notify our community with a “Health Alert” and post this illness on the entry bulletin board “ILLNESS LOG”. We do not share names of individuals who are ill, but we must share symptoms to help contain the spread of the illness!

## Illness Policy for Flu, Other Infections for Pandemic Control

In order to contain the spread of illness and keep the center open when flu is present in our community, we will follow the following procedures daily:

1. Everyone is asked to report to the Lemberg Office exposure to a person with a known case of the flu or other serious communicable disease, or having traveled to an area cited by CDC as a critical case zone. [lemberg@brandeis.edu](mailto:lemberg@brandeis.edu) 781-736-2200 (leave message)
2. Health alerts are email memos, which explain the nature of the exposure, the common effects of the illness, its duration and what care or treatment is recommended by our pediatrician, the CDC or the MA Department of Public Health.
3. When you have a fever above 101 degrees F., feeling ill, and there is a chance the illness is influenza, please stay home until you are fever free for 24 hours without fever reducing medication. Consult a physician or your health care agency about confirming a diagnosis, and then report any findings to the center office <[lemberg@brandeis.edu](mailto:lemberg@brandeis.edu)>H 781-736-2200 (leave message). Flu symptoms include sudden fever, cough, muscle aches, headache, chills and general weakness. Some people have also had severe headaches, diarrhea, and vomiting. These symptoms can range from mild to severe.
4. For all types of illness, when a child becomes ill at the center the child will be isolated in a well ventilated area to wait for the child's parent to pick him/her up. You may be asked to watch an ill child. We can give you a mask if inside with a sick child. Masks are in the First Aid Cabinet in the Kitchen and on the bookshelf in the first floor toilet/lavatory (bathroom).

5. All adults will be reminded to get a flu shot when the vaccine is available (usually free at Brandeis Health Services). It is important for parents to have their children vaccinated too.
6. Staff at Lemberg CC will:
  - \* When entering the classroom use hand sanitizer and wash hands frequently after doing an activity.
  - \* Have children wash hands and faces before doing activities and have children use paper towel to turn off faucets.
  - \* Instruct children to cough into their elbow and have a child (or adult) who coughs into their hands wash or use hand sanitizer.
  - \* Use Pure Green24/Oxivir on all hard surfaces including tables, counters, toy shelves and toys after each use, on doors, door knobs, door frames, sinks after use for snack, lunch, nap, pm snack and at the end of the day. Cabinets and cubbies will be sprayed with disinfectant at the beginning of each day.
  - \* Ensure that after use by an individual, all dress up clothing, outside clothing, soft toys, smocks and towels will be put into the laundry. (the laundry basket or bag is found in the children's bathroom.)

## Medical Records That Are Required To Be On File

All teachers and teaching assistants are required to have a physical within a year of your start date and for your doctor to certify that you are fit for work at the children's center. In most cases, if you are a Brandeis student, the records you have on file at Health Services will satisfy this requirement. Additionally we must have verification that you have had a negative test for TB (e.g. Mantoux, PPD). A form for getting medical records sent to us is part of your orientation information. Head Teachers and Teaching Fellows are required to have annual physicals.

*Allergies: Several of our children or staff have allergies that may result in anaphylactic shock.*

## Procedures for Protecting Children from Abuse and Neglect

Please tell your supervising head teacher if you notice bruises, cuts, burns, etc. on a child and/or if a child tells you about some verbal or physical injury. For more information, refer to Report to head teacher/director

Physical abuse signs and symptoms

- Unexplained injuries, such as bruises, fractures or burns
- Injuries that don't match the given explanation

Sexual abuse signs and symptoms

- Sexual behavior or knowledge that's inappropriate for the child's age
- Blood in the child's underwear
- Statements that he or she was sexually abused
- Trouble walking or sitting or complaints of genital pain

Emotional abuse signs and symptoms

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem

- Social withdrawal or a loss of interest or enthusiasm
- Avoidance of certain situations, such as refusing to go to school or ride the bus
- Desperately seeks affection
- A decrease in school performance or loss of interest in school
- Loss of previously acquired developmental skills

#### Neglect signs and symptoms

- Poor growth or weight gain
- Poor hygiene
- Lack of clothing or supplies to meet physical needs
- Eating a lot in one sitting or hiding food for later
- Emotional swings that are inappropriate or out of context to the situation

### **Child Abuse Policy: An additional note**

We have a large staff for many reasons, one of them is so that you are rarely if ever alone with a child. Avoid situations where you are alone and not visible to other adults for more than a few moments. Our best protection against accusations of child abuse (or sexual harassment as well) is the watchful eyes of your colleagues. For more information about our Child Abuse management policies see page 13.

### **Policy Statement on Sexual Harassment**

Any member, employee or student who harasses sexually a member of the Center shall be subject to disciplinary action, including termination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, which has an unwanted sexual nature. These actions are considered harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or a student's status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting that individual; and (3) such conduct has the purpose and effect of interfering unreasonably with an individual's work. Concerns about harassment should not go unreported. Please discuss these concerns with the Executive Director, Howie or Karen, our Director of Staff Development and Scheduling. Grievances should be put in writing so they can be handled properly by the Center and if appropriate with the Brandeis Public Safety and the Waltham Police.

## **ADDITIONAL INFORMATION FOR HEAD TEACHERS & FELLOWS**

### **Maintenance of the First Aid Kits**

The director/head teachers are responsible for keeping the first aid kits fully supplied. Inside each kit is a list of supplies that should be included. Please check the first aid kit before taking it for use. If the kit is not complete, the kit can be restocked with supplies found in the first floor bathroom's ivory colored supply cabinet. When you cannot find what is needed, please leave the kit in the office and tell the Administrator about the missing supplies.

## Location of the First Aid Manual & Other Health Related Information

Information on first aid is found in the Staff Office Library, in a box marked, HEALTH, SAFETY. We use the internet extensively for information and research. For most medical information we go to: the National Center for Disease Control & Prevention, Mass Department of Public Health, WebMD, American Academy of Pediatric, American Psychological Association, American Heart Association and others.

## Injury Log and Accident Reporting Procedures

After an injury requiring first aid, the attending teacher writes up an accident report with a head teacher. The report is reproduced in triplicate and given to a head teacher who ensures the original is given to the child's parent/guardian; one copy goes into the child's record and another goes to the clipboard for the director to review and have entered into the Accident Report Log. The accident report log is a sequential file of reports. When the parent returns the signed copy of the child's accident report, this copy replaces the existing one in the Child's Personal Record.

## Administration of Medication

Head Teachers and Teachers after completing the required training will be the only staff to administer prescription and non-prescription medication. The medication is labeled in its original container, with the child's name, the name of the drug and the directions for its administration and storage. Head Teachers and Teaching Fellows must complete the required training to administer medication found at the EEC website: "The 5 Rights for Medication Administration", [www.mass.gov/eec](http://www.mass.gov/eec).

## Anaphylaxis: a FACT Sheet for School Staff

**an·a·phy·lac·tic shock** *noun*

**allergic reaction:** a sudden severe and potentially fatal allergic reaction in somebody sensitive to a particular substance, marked by a drop in blood pressure, itching, swelling, or difficulty in breathing. *Also called* anaphylaxis (Encarta – dictionary.msn.com)

80%-90% of the life threatening reactions come from peanuts and tree nuts. Asthma and bee stings are two more precipitants.

The onset of this severe reaction can occur within minutes or up to an hour.

First signs: *(may have one or all of these symptoms)*

**Mouth:** tingling sensation or itching

**Respiratory:** runny nose, conjunctivitis, sneezing, coughing, wheezing, throat swelling from excess water (edema), hoarseness, and wheezing.

**Gastrointestinal:** itchy mouth, stomach pain, nausea, vomiting, and diarrhea.

**Cardiovascular:** drop in blood pressure, increase in heart rate, lightheadedness and shock.

**Skin:** hives, swelling, flushing, general itchiness – The absence of skin reactions is common, do not let this delay in recognition and treatment with epinephrine.

Course of the reaction:

**Uniphasic:** a rapid progression of symptoms.

**Biphasic:** early symptoms followed by an apparent resolution for 1 or 2 hours, followed by a rapid development of respiratory and cardiovascular symptoms that often are epinephrine – resistant. Because of biphasic reactions (which occur in 30%-40% of cases) *patients need to be observed in an emergency department for four hours after the initial reaction.*

**Protracted:** which can be uniphasic or biphasic initially, continue to progress slowly despite medical therapy. Some patients have symptoms last for weeks.

Managing severe allergic reactions:

1. **Epinephrine:** given by EpiPen is the treatment of choice. With the first signs of a reaction, or when positive that a child has eaten allergen or been stung by a bee, administer the EpiPen into the child's thigh [it is best given in this large muscle]. **Antihistamines** may also be prescribed
2. After **EpiPen** is administered **Call 63333** EMT/Public Safety.
3. **Call Parent** or other designated Emergency Care Provider for the child.
4. It may be necessary to administer a second dose of epinephrine before you reach the emergency room.

## PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT TO DCF

### Introduction

The Department of Children and Families (DCF) is the Massachusetts state agency charged with the responsibility of 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 1-800-792-5200. In our school, a head teacher is a mandated reporter. When any TA or teaching fellow has reasonable cause to believe that a child is suffering from physical or emotional injury resulting from abuse or neglect, s/he shall report to the director or the head teacher. The NAEYC pamphlet "Building Circles Breaking Cycles is given to head teachers & fellows with these orientation documents.

To understand the process of reporting a staff member will find in the office copies of the DCF guide "Reporting Child Abuse", all head teachers are required to read this document. The center follows the procedures and time frames outlined in this guide. When the director or head teacher have a suspicion s/he will immediately report the situation to DCF. The TA who brought the concern to the head teacher's attention will be informed about how the situation is being handled. However no medical information or confidential information maybe revealed unless there is a need to know for working with the child. This is required by the HIPAA, the federal Health Insurance Portability and Accountability Act. Should the staff person who made the observation want to call DCF on their own, he/she may do so. After a report has been filed the director will call the Department of Early Education and Care and report that this action was taken.

Our experience in filing under G.L.c.119, Section 51A has led us to call the child's parent and inform him/her of our mandated responsibility to report suspicion of abuse or neglect. Frequently this will be done as part of information gathering for determining whether there is a case for suspicion of abuse or neglect. Our family therapist/psychologist frequently assists the staff in determining suspicion and in communicating concerns with parents.

The center maintains a folder in the A-Z file cabinet "Child Abuse - 51A". This folder contains the forms and guidelines for filling in the form and filing procedures. All head teachers and teachers know where this file is located and how to get assistance in filling out the reports. The teachers' room library

also contains a box marked "Child Abuse". This box contains extensive information on how to recognize signs of child abuse and booklets by government agencies.

## **Staff Record Keeping**

After calling DCF, a report is written up within 24 hours. The written report is sent to DCF. In addition the staff is instructed to use an Incident Reporting form (found in each classroom) whenever the child says something unusual or if a physical mark is found that a parent or child explains. These forms are kept by the head teacher and maybe kept in the child's record. The filed 51A form is kept with the Director until substantiated. When substantiated the report is put into the child's record and removed when DCF tells us to do so.

## **Cooperation with DCF, EEC or Criminal Investigation**

All staff members are instructed to cooperate with any investigation. We require a release form or proof that the investigator has the authority to collect written documents from the child's records in order to release a written record.

## **Policy on Staff/Institutional Child Abuse and Neglect**

In the event of suspected abuse or neglect by a staff member [institutional] the Director will meet with the suspected individual. After examination of the facts, any suspected or alleged incidents of abuse or neglect will be reported to the Department of Children and Families, if this has not already been done by another mandated reporter. The individual under investigation is suspended with pay (if salaried) while DCF pursues an investigation. The Department of Early Education and Care and the Voucher Management Agencies will be informed of the allegations. Should DCF substantiate the allegations, or bring charges, the staff member is terminated from employment.