



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Child Abuse and Neglect Reporting Policy & Procedure	All Employees	Provides employees with the mandated reporting responsibilities by CT Statutes	7/1/24	Vice President Human Resources & Organizational Development	2

Employees who have reasonable cause to believe that a child has been abused or neglected must comply with this policy. University employees who are Mandated Reporters, as defined by Connecticut General Statutes § 17a-101(b) and Connecticut General Statutes § 53a-65, must comply with Connecticut’s mandated reporting laws (Connecticut General Statutes §§ 17a-101 to 17a-101d), by reporting suspected child abuse and neglect either to the Department of Children and Families (“DCF”) or to the police.

Definitions:

Mandated Reporters are individuals in professions or occupations that have contact with children (persons under the age of 18) or whose primary focus is children; for example, faculty, staff, coaches, guidance counselors, psychologists, nurses, and physicians. A complete DCF listing can be found [here](#). Any University employee who is uncertain about their status as a Mandated Reporter should contact Barbara Lawrence, Vice President for Institutional Equity and Diversity, Chief Diversity Officer, and Title IX Coordinator, blawrence@newhaven.edu.

Child Abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

Child Neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances, or associations injurious to his well-being.

Requirements:

Mandated reporters must verbally report to the Department of Children and Families' (DCF) Hotline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a written report (DCF-136 form) to DCF within 48 hours of making the verbal report. The Department of Children and Families 24-hour hotline for reporting suspected child abuse or neglect is 1-800-842-2288.

Mandated reporters are required by statute to submit a copy of the written report to the University. To comply with this provision, written reports should be submitted to the University Police Department. Whenever possible, it is preferable for a faculty/staff member to inform the University Police Department before making a mandated report. However, if doing so is not feasible, the faculty/staff member is still responsible for making the report within the required timeline under law. The faculty/staff member should alert University Police that a report has been made as soon as possible thereafter and must provide a copy of the written report as required by law. University Police will then inform the Title IX Coordinator of any such report, who will notify the child's parent or other person responsible for the child's care that a report has been made. It is also DCF's responsibility to notify the University President that a report has been made. Mandated Reporters are immune from civil and criminal liability when making reports in good faith. Failure to report could result in civil fines.

University employees who are not Mandated Reporters should nevertheless promptly report to the University Police Department School any suspicions or concerns they may have about possible child abuse or neglect so that the University may take appropriate action, which may include making a report to DCF or the police. Reports made in good faith are also protected by law, even if the later investigation fails to substantiate abuse or neglect.

Additional Information:

The University will not tolerate discrimination or retaliation against employees who in good faith make a report pursuant to Connecticut General Statutes §§ 17a-101a to 17a-101d. Any violation of this should be reported Jennifer Cinque, Vice President Human Resources & Organizational Development, jcinque@newhaven.edu. Any employee who has questions about mandated reporting is welcome to consult with the Title IX Coordinator, the Director of Health Services, or any member of the Counseling and Psychological Services Staff. Providing appropriate support for all our students and participants in campus programs is of the utmost importance, and compliance with these laws and procedures is one important professional responsibility for all school employees.

For further guidance on who must report, what must be reported, and how to report, please refer to the [DCF](#) website.