



**Guidelines for Child Abuse and Neglect Policies and Procedures**

Implementation of child abuse and neglect policies and procedures is a necessary component of child abuse and neglect prevention strategies in a program or facility that serves people under the age of eighteen. Child abuse and neglect policies and procedures should include (but are not limited to) the following:

- A statement that the facility has a responsibility to prevent child abuse and neglect of children enrolled in the program or facility.
- Definitions of child abuse and neglect (refer to Connecticut General statutes, Section 46b-120.)
- Reporting Requirements (refer to Connecticut General Statutes, Sections 17a-101, 17a-101a, 17a-101b, 17a-101c, and 17a-101d.)
- The Department of Children and Families Hotline telephone number to call for reporting abuse or neglect is (1-800-842-2288.)
- Staff responsibilities should they witness, or become aware of, abuse or neglect of a child enrolled in the program or facility.
- Administrative responsibilities to protect children (including notification of the parent or guardian) once there is an allegation of abuse or neglect of a child enrolled in the program or facility.
- Steps to be taken to provide victims of abuse and neglect with needed medical services.
- Administrative actions (which support zero tolerance for abuse and neglect) to be implemented should there be an allegation that a staff member abused or neglected a child.
- Information that staff are protected by law (refer to Connecticut General Statutes, Section 17a-101e) from discrimination or retaliation for reporting abuse or neglect.
- Staff training in (at a minimum) the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter.
- Documentation requirements and records to be maintained.
- Provisions for informing parents of the facility's abuse and neglect policy and procedures.

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