



The New York City Department of Education
Office of Safety and Youth Development
Child Abuse & Neglect Prevention

**QUICK GUIDE FOR SCHOOL ADMINISTRATORS & COUNSELORS REPORTING
SUSPECTED CHILD SEXUAL ABUSE**

SUSPECTED ABUSE BY	REPORT IMMEDIATELY TO	PRIMARY ACTIONS	FURTHER ACTIONS	RESOURCES
<ul style="list-style-type: none"> • Parent • Guardian • Caretaker • Grandparent • Older Sibling (or any relative in same house with child) 	<ul style="list-style-type: none"> • The Mandated Reporter must call State Central Register (SCR) 1-800-635-1522 • Principal • Emergency Information Center (718) 935-3210 • DOE Occurrence Report (On-Line at DOE web page) • Police 	<ul style="list-style-type: none"> • Follow instructions in Reg. A-750 • Ensure a report is filed to the State Central Register • Contact the Administration for Children’s Services (ACS) field office (Caseworker or Manager) • Refer to Chancellor’s Reg. A-412 	<ul style="list-style-type: none"> • Provide the principal or designee the SCR “Call I.D.” number • Contact ACS workers • Complete LDSS - 2221 A • Refer for counseling, • Follow up on referrals • Monitor and document student progress 	<ul style="list-style-type: none"> • BFSC Child Abuse Liaison • Office of Safety & Youth Development • DOE Child Abuse & Neglect Prevention Program • ACS • Safety First – 1(718) KID-SAFE • Child Advocacy Centers • Local Hospital & CBO
<ul style="list-style-type: none"> • Relative (outside home) • Family Friend • Stranger • Neighbor • Baby Sitter, etc. 	<ul style="list-style-type: none"> • Principal • Office of Safety & Youth Development • Police & • EIC • Victim's Parents • DOE Occurrence Report 	<ul style="list-style-type: none"> • Work as needed with School Safety Agent, Police and District Attorney • Refer to Chancellor’s Reg. A-412 and A-418 	<ul style="list-style-type: none"> • Make referral for services to the student and family • Follow up on referrals • Monitor and document student progress 	<ul style="list-style-type: none"> • BFSC Child Abuse Liaison • Office of Safety & Youth Development • DOE Child Abuse & Neglect Prevention Program • Child Advocacy Centers • Local Hospital & CBO
<ul style="list-style-type: none"> • Department of Education Employee (or any person working in a school) 	<ul style="list-style-type: none"> • Principal • Special Commissioner of Investigation (212) 510-1500 • Office of Safety & Youth Development • Police • Victim's Parents • DOE Occurrence Report 	<ul style="list-style-type: none"> • Follow instructions in Reg. A-412 • Work with Commissioner's investigators, as needed • Work as needed with Police • Meet with victim's parents 	<ul style="list-style-type: none"> • Make referral for services • Follow up on referrals • Monitor and document student progress 	<ul style="list-style-type: none"> • BFSC Child Abuse Liaison • Office of Safety & Youth Development • Commissioner's Staff (SCI) • DOE Office of Legal Services • Child Advocacy Centers • Local Hospital & CBO
<ul style="list-style-type: none"> • Student to Student Sexual Harassment 	<ul style="list-style-type: none"> • Principal/Designee • Office of Safety & Youth Development • Alleged Victim's Parent • Accused Student’s Parent • The police (if criminal) • EIC • DOE Occurrence Report 	<ul style="list-style-type: none"> • Follow instructions in Reg. A-831 • Principal conducts investigation • Principal informs parents of the findings • Principal completes the “On-Line” occurrence report • Work as needed with Police 	<ul style="list-style-type: none"> • Make referrals for services for the victim, the accused and parents • Monitor and document student progress 	<ul style="list-style-type: none"> • BFSC Child Abuse Liaison • Office of Safety & Youth Development • Discipline Code & Reg. A-831 • DOE Office of Legal • Local Hospital & CBO

REMEMBER IN CHILD ABUSE CASES:

1. Do not investigate, examine, search, ask leading questions, or press for answers.
2. Ask only open-ended questions for information to make the report. (What?, Who?, When?, How? Is there anything else you would like to share or that I should know?)
3. Sensitivity, privacy, and confidentiality are musts throughout.