



*New York City Department of Education  
Office of School and Youth Development  
Child Abuse and Neglect Prevention Program*

## **HIGHLIGHTS OF CHANCELLOR'S REGULATION A-750**

If you have reasonable cause to suspect maltreatment:

**Mandated Reporter must personally make the report by calling the State Central Register (SCR) - 1(800) 635-1522**



**Immediately call it in to the SCR and obtain a "Call I.D." number**

The mandated reporter must identify the name, title and contact information for all the school officials having direct knowledge of the allegations.



**Inform the Principal or Designee of the allegations and the "Call I.D." number**

After the oral report is made to the SCR, immediately notify the "Principal or Designee" of the allegations and of the "Call I.D." number obtained from the SCR.



**Submit Written Report LDSS - 2221 A within 48 hours**

Principal/designee prepares the LDSS 2221 A and will email, mail or fax the form to the Administration for Children's Services (ACS) in the borough where the alleged subject lives. The form must include name, title and contact information for all the school officials having direct knowledge of the allegations. Copies of the LDSS 2221-A form and the email addresses may be obtained at:

**<http://schools.nyc.gov/Offices/DYD/OYD/OSS/ChildAbuse/AdditionalResources>**



**Complete a Department of Education "OORS" report immediately**

Principal or designee enters the "Call I.D." number obtained from the SCR and indicates the type of abuse that was reported on the "On-Line Occurrence Reporting System" (OORS).



**Report to the Senior Youth Development Director (OYD)**

A copy of the LDSS 2221 A is submitted to the Senior Youth Development Director/designee.

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### **Local Child Protective Services Investigation Process**

ACS investigates all reports of suspected child abuse and neglect and offers a broad range of services to children and families when family circumstances threaten the well-being of children.



**State Central Register Transmits Report to the Local ACS Application Section**

ACS receives report from the SCR and immediately determines if the family is known to ACS. ACS enters this information on the report and immediately assigns it to a Field Unit for investigation. ACS is mandated to initiate an investigation of the allegation(s) within 24 hours of receiving report. The source of the report must be contacted.



**Protective/Diagnostic Field Unit Supervisor**

Reviews report and immediately assigns the case to a caseworker for investigation.



**Protective/Diagnostic Caseworker**

Discusses report with the Supervisor, initiates investigation, does a complete assessment and determines whether or not, based on the investigation, some credible evidence has been found to support the report. Based on assessment, a service plan is developed. ACS has up to 60 days to make a determination.

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**Report Breach of Confidentiality to the DOE Office of Legal Services at (212) 374-6888**

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### **Obligation to Report Sexual Misconduct to the Special Commissioner of Investigation (212) 510-1400**

Every employee has an affirmative obligation to immediately report to the Special Commissioner of Investigation any information concerning sexual abuse and/or misconduct involving students by Department of Education employees or others connected with school programs or services, whether on or off school premises. Where the alleged misconduct constitutes a crime, the principal/supervisor must notify the police.

**Chancellor's Regulation A-750 is available at: [schools.nyc.gov/Administration/ChancellorsRegulations/default.htm](http://schools.nyc.gov/Administration/ChancellorsRegulations/default.htm)**

## Physical and Behavioral Indicators of Child Abuse and Neglect

This quick reference guide is to alert you to the typical indicators of child abuse and neglect. New York State law defines a maltreated child as a child under 18 years of age who has had serious physical injury inflicted upon him/her by other than accidental means, or who is defined as a neglected child.

This is not exhaustive. Neither does the presence of a single indicator prove that maltreatment exists. However, the repeated presence of an indicator, the presence of several indicators in combinations, or the appearance of serious physical injury, should alert school personnel to the possibility of a situation of child maltreatment.

	<b>PHYSICAL INDICATORS</b>	<b>BEHAVIORAL INDICATORS</b>	
<b>Physical Abuse</b>	<p><b>Unexplained bruises and welts:</b> on face, mouth, lips, torso, back, buttocks, thighs in various stages of healing clustered forming regular patterns reflecting shape of article used (electric cord, belt buckle) regularly appears after absence, weekend or vacation</p> <p><b>Unexplained swelling/dislocation sprains</b> ankles, wrists, other joints</p> <p><b>Unexplained Burns</b> cigar, cigarette, especially on soles, palms, back or buttocks immersion burns (sock-like) doughnut-shaped on buttocks or genitalia rope burns on neck, arms, legs or torso</p> <p><b>Unexpected fractures</b> to skull, nose, facial structure in various stages of healing multiple or spiral fractures</p> <p><b>Unexplained lacerations</b> to mouth, lips, gums, eyes, external genitalia</p>		<p>Wary of Adult Contacts</p> <p>Apprehensive When Other Children Cry</p> <p>Behavioral Extremes: - Aggressiveness - Withdrawn</p> <p>Frightened of Parents</p> <p>Afraid to Go Home</p> <p>Reports Injury By Parent</p> <p>Wears Long Sleeved or Similar Clothing to Hide Injuries</p>
<b>Physical Neglect</b>	<p>Consistent hunger, poor hygiene, inappropriate dress</p> <p>Consistent lack of supervision, especially in dangerous activities for long periods</p> <p>Unattended dental or medical needs</p> <p>Inadequate guardianship</p> <p>Abandonment</p> <p>Delayed mental and motor development</p>		<p>Begging, stealing food</p> <p>Alcohol or drug abuse</p> <p>Extended stay at school</p> <p>Early arrival Late departure</p> <p>Constant fatigue, listlessness or falling asleep in class</p> <p>Delinquent (e.g., thefts)</p>
<b>Sexual Abuse</b>	<p>Difficulty in walking or sitting</p> <p>Torn, stained or bloody underclothing</p> <p>Pain or itching in genital area</p> <p>Bruises or bleeding in external genitalia, vaginal or anal area</p> <p>Venereal disease</p> <p>Pregnancy</p>		<p>Unwilling to change for gym/participate</p> <p>Withdrawal, fantasy/infantile behavior</p> <p>Bizarre, sophisticated/unusual sexual behavior</p> <p>Poor peer relationships</p> <p>Delinquent or runaway</p> <p>Reports Sexual Abuse</p>
<b>Emotional Maltreatment</b>	<p>Speech Disorder</p> <p>Lags in Physical Development</p> <p>Failure to Thrive</p>		<p>Habit Disorder (antisocial, destructive, etc.), Developmental Lags</p> <p>Behavioral Extremes: Compliant, Shy, Aggressive, Demanding</p> <p>Overly Adaptive Behavior: Inappropriately Adult or Infantile</p> <p>Attempted Suicide</p>
<b>Educational Neglect</b>	<p>Attendance in school infrequent</p>		<p>Child's unexplained absences are not the result of the child's desire to truant</p>