

What Every Public School Employee Should Know About Reporting Missing or Abused Children

What is considered Abuse?

- Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred
- Neglect which leads to physical harm
- Sexual molestation

Reporting Suspected Child Abuse or Neglect

- School employees are legally required to report suspected child abuse or neglect to the Division of Youth and Family Services (DYFS). The hotline phone number for DYFS is **1-877-652-2873**
- No one within the school has the authority to veto a reporting; the report may be kept anonymous
- If it is necessary for school personnel to examine a student for evidence of physical abuse, two adults should be present during the exam, one of them being the school nurse
- Reporting employees may not inform the parent(s)/guardian(s) of their report
- ALL allegations of sexual abuse MUST be reported; WHEN IN DOUBT, REPORT!

Responding In the Event of a Missing Child

- Notify principal/ site supervisor immediately
- School administrators and staff should search the facility and grounds (such as restrooms, closets and other potential hiding places) for the missing student (This step is time sensitive!)
- Principal/site supervisor will initiate lockdown procedures
- Principal/site supervisor will notify police with appropriate information