

CHILD ABUSE and NEGLECT POLICY

**TO REPORT SUSPECTED CHILD ABUSE AND/OR NEGLECT CALL DHS 1-800-452-1999,
IF YOU ARE DEAF OR HARD OF HEARING CALL 711 (MAINE RELAY).**

(The Maine Child & Family Services line is staffed 24-hours a day, 7-days a week).

Children will be protected from abuse and neglect while in the care of FKO. It is both our duty and policy to report all suspected abuse or neglect immediately whether said abuse or neglect occurred at home or in the day care. All staff members are mandated reporters.

- Staff's concerns of abuse or neglect of a child should immediately report the situation to the director. All observations must be documented and maintained in a separate file.
- The director will investigate every incident immediately.
- The parent will be informed that the staff and director are mandated reporters which means they MUST report all warranted concerns to the Department of Human Services at 1-800-452-1999.
- A report will be filed with the department immediately (without notification to the parent if the director feels that the child is at risk).
- A written report will be filed within 24 hours.
- From that point DHS will followup and the office for children will immediately be notified.
- All referrals will be filed in a separate file.
- When the written outcome is received from the DHS that too will be placed in a separate file.
- Director & staff shall cooperate in all investigations of abuse/neglect. Failure to cooperate may be grounds for suspension.
- Cooperation includes identifying parents of children currently or previously enrolled at FKO; providing consent for disclosure to the Child Protective Intake Unit of information and allowing the Intake Unit to disclose information to any person and/or agency they may specify as necessary to the prompt investigation of allegations & protection of children.
- Any FKO staff under investigation by the DHS shall be put on leave or continue to work but never left alone with children until said investigation is completed and shows no cause why said person cannot work with children.

INDICATORS OF CHILD NEGLECT INCLUDE:

- ... lack of supervisors
- ... lack of adequate clothing or personal hygiene
- ... lack of medical or dental care
- ... lack of adequate shelter or nutrition

INDICATORS OF PHYSICAL ABUSE INCLUDE:

- ... bruises welts, burns, cuts, tears, or scrapes
- ... head or bone injuries
- ... injuries to the stomach area
- ... behavioral changes

INDICATORS OF SEXUAL ABUSE INCLUDE:

- ... difficulty in walking or sitting
- ... torn, stained, or bloody underclothing
- ... complaints of pain/itching/swelling of genital area
- ... pain when urinating; bruises or bleeding
- ... vaginal discharge or infection; venereal disease
- ... behavioral changes

EMOTIONAL ABUSE/NEGLECT INCLUDE:

- ... calling child names or putting them down
- ... threatening to harm child
- ... ignoring/dismissing feelings
- ... lack of encouragement