

All employees of the **Canton Public Schools** are designated as **mandated reporters** under Massachusetts Law Chapter 119, sections 51A-E. "State law requires professionals whose work brings them in contact with children to notify the Department of Children & Families (DCF) if they suspect that a child has been – or is at risk of being – abused or neglected." Following are the steps one should take when you suspect that a child has been abused or neglected:

- If there is reasonable cause to believe that a child is suffering physical or emotional injury, the mandated reporter is to notify immediately the building principal or designated agent at the school.
- You are required to immediately report suspected abuse or neglect to the Department of Children and Families in either two ways:
  1. Call the Intake Office at the Arlington DCF Office at **781-641-8500** and make a verbal report. Be sure to have the student's biographical information including address, telephone number and parent names. You must be specific with regard to the suspected abuse or neglect.
  2. Call the State Wide Child-At-Risk Hotline at **800-792-5200**.
- Within 48 hours of filing a verbal report, you must file a written report on the required DCF form. Always keep a copy for your records. **Fax the completed DCF form to FAX # (781) 646-5172**. Reporters **must** retain a fax receipt of the transmission for their record.

Address if needed of the Department of Children and Families Office for our region.

Child Abuse Intake Office  
Department of Children & Families  
Arlington Office  
30 Mystic Street  
Arlington, MA 02474

- The building principal must send a copy of the DCF Child Abuse written report to the Director of Student Services immediately.