

When child abuse or neglect is observed or suspected the following must occur:

- The Hance Family Foundation’s Beautiful Me Independent Contractor or on-site staff member will immediately report the allegation or concern to the mental health contact person or identified administrator **at the individual site.**
- The Hance Family Foundation’s Beautiful Me Independent Contractor or on-site staff member will create a digital file that includes the child’s name, site location, date of contact with the child, name/phone number/email address of the mental health contact person or identified administrator at the individual site and professional notes. The Hance Family Foundation’s Director of Education, Kate Tuffy, MEd., BCBA, must be notified within 24 hours of suspected concern. 516-521-8738 and ktuffy@beautifulme.org
- The Hance Family Foundation’s Beautiful Me Independent Contractor or on-site staff member will update this file once they have been notified by the mental health or administrative contact at the individual site about follow up procedures that were implemented.
- In the rare instance that the Hance Family Foundation’s Beautiful Me Independent Contractor is unsupported at the host site, she must immediately make direct contact to the New York State Child Abuse and Maltreatment Register by telephone at 1-800-635-1522 and **in writing** within 48 hours of the oral report.
- If the allegation involves non-familial abuse, the Special Victims Squad of the Nassau County Police Department will be notified by telephone at 516-573-8055.
- New York State Education Laws of 1988 require that some health and school professionals, as mandated reporters, must complete the required course in “Training in the Identification and Reporting of Child Abuse and Neglect.” Those mandated reporters are:

Physicians Surgeons

Medical Examiners Coroners

Dentists

Osteopaths

Chiropractors

Podiatrists

Residents

Interns

Social Worker

Emergency Medical Technician Registered Physician assistant Dental Hygienist

Optometrist

Substance Abuse Counselor

Registered Nurses

Hospital Personnel engaged in admission, examination, care or treatment
 Christian Science Practitioners
 Social Service Workers
 School Officials
 Day Care Center Workers, or any other care or foster care worker
 Peace Officers or Law enforcement officials
 Mental Health Professionals
 Licensed Creative Arts Therapist
 Licensed Marriage & Family Therapist
 Licensed Psychoanalyst
 Licensed Mental Health Professional
 Psychologist
 Alcoholism Counselor

New York	1-800-635-1522
New Jersey	1-877-652-2873
Florida	1-800-962-2873
Pennsylvania	1-800-932-0313
Rhode Island	1-800-742-4453
Illinois	1-800-252-2873
Massachusetts	1-800-792-5200
Connecticut	1-800-842-2288

Additional Information:

-The friends, neighbors, and family members of children at risk, and the community of people who work professionally with children are mandated to report abuse and neglect. To report suspected child abuse or maltreatment, call the New York State Child Abuse Hot Line at the State Central Registry:

General Public: (anonymous calls accepted) 1-800-342-3720

Identified Types of Abuse and Maltreatment:

1. **Physical Abuse** (not always severe or easy to detect)
2. **Neglect** (regardless of cause, a parent/caretaker does not provide necessary food, clothing, shelter, education, supervision, or health care for a child)

3. **Sexual Abuse** (more difficult to identify as it typically is suggested by a child's behavior and/or a child's disclosure. It includes sexual molestation, incest, sexual assault, or involvement in pornography.)
4. **Commercial Sexual Exploitation of Children** (the use of children and youth under the age of 18 for sexual acts is always abusive)

Information you must have ready for making a referral or report of suspected child abuse or maltreatment:

1. Describe accurately what you have witnessed or heard that makes you suspect that a child has been abused or neglected
2. List your identifying information (including your name, professional relationship with the child, your contact information)
3. The child's name and location

In response to your call, the Hotline personnel will determine if further investigation is warranted. If so, they will "register" the case and refer it to CPS (Child Protective Services.) The report is then investigated and a Safety Assessment is performed by CPS. The report will then be either "indicated" or "unfounded." If deemed "unfounded", the report will be sealed.

-After the call in New York State, mandated reporters must also fill out a 2221-A form within 48 hours. Current applicable state contact numbers (to be updated as Beautiful Me is presented in new states. Forms are available at: www.ocfs.state.ny.us/main/cps :

Reviewed by:

Name: _____ Title: _____

Date: _____