



Tufts University Policy to Protect Children and Prevent Abuse

EXECUTIVE SUMMARY

Child abuse and neglect are among the nation's most serious concerns, with millions of children reported to state children's protective service agencies each year. Yet, it is estimated that a lot of abuse, particularly child sexual abuse, is underreported either because the victims are afraid to tell anyone what has happened, or the adults who observe or suspect the abuse are unsure of what to do.

Tufts University believes that the members of our community have a moral as well as legal duty to safeguard the welfare of minors who are using our facilities or involved with our programs and activities. This policy sets forth the efforts our faculty, staff, students, volunteers, contractors, and consultants are required to take to minimize the threat of child abuse and to respond promptly and effectively should abuse be observed, suspected, or disclosed. The policy identifies Tufts University Police as the designated agent to receive all reports of child abuse and neglect.

The Tufts University child safety framework includes a university-wide screening and background check process for faculty, staff, and student volunteers working with children, and instruction and/or training in the following elements:

1. Recognizing, responding and reporting allegations/suspicious of child abuse and neglect.
2. Screening and selecting staff, faculty, and volunteers.
3. Training and education about child sexual abuse prevention.
4. A Code of Conduct that guides interactions between adults and children.
5. Ensuring safe environments and practices.

Our goal is to build and maintain a proactive environment that protects children by either preventing child abuse before it occurs or by ensuring its earliest possible detection and reporting. Our strategy is to ensure that all Tufts University personnel, from faculty and staff to student teachers, interns, volunteers, and graduate assistants, understand the issues of child abuse

and neglect; know how to recognize its signs and symptoms; are familiar with Massachusetts' policies and reporting procedures; and know the responsibilities of mandated reporters, including how, when, and to whom to make a report. Ultimately, we strive to have policies, procedures, and training in place so that if child abuse is suspected, observed, or disclosed to any member of the Tufts University community, that person will have the knowledge, information, and resources necessary to ensure that the child is safe, that the situation is communicated promptly and effectively, and that the suspicion or incident is reported to the appropriate authorities.

The policy is divided into three areas: (1) reporting and responding; (2) prevention, and (3) education, training and assessment. The document concludes with contact information for all Tufts campuses regarding reports of child abuse and neglect to Tufts Police, as well as for the Massachusetts Department of Children and Families and the area offices that serve the cities and towns in which Tufts campuses are located.

Attachments include:

- Massachusetts child abuse and neglect report form (51A);
- Flow chart of reporting procedures for general distribution and posting; and
- Two flow charts on the background investigation process for faculty and staff and student volunteers.

Tufts University Policy To Protect Children and Prevent Abuse (8/31/12)

REPORTING AND RESPONDING

Introduction

Although child abuse can take many forms, it is usually defined as the physical, emotional, sexual abuse, or neglect of a child under 18 years of age (hereinafter referred to as child).

The General Laws of the Commonwealth of Massachusetts for the Care and Protection of Children (Chapter 119, Section 51A (a)) require that:

“A mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child’s health or welfare, including sexual abuse; (ii) neglect, including malnutrition; or (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the department (the Department of Children and Families or “DCF”) orally and, within 48 hours, shall file a written report (called a 51A) with the department detailing the suspected abuse or neglect.” (Parentheses added).

Who must report

Persons performing certain roles for Tufts University are *mandated* by law to provide both an immediate oral and subsequent written 51A Report. *Mandated reporters* are those who regularly come into contact with children as part of their profession. These professions include, but are not limited to, teachers, educational administrators, police officers, physicians, nurses, medical treatment providers, social workers, preschool and after-school program staff, child care providers, clergy, and guidance or family counselors. A complete list of who is considered a mandated reporter and what he/she is required to do under Massachusetts law is available from the Massachusetts Department of Children and Families (DCF) website at:

<http://www.mass.gov/eohhs/consumer/family-services/child-abuse-neglect/reporting-abuse.html>.

Note that the law requires a report to be made when the reporter has “*reasonable cause to believe*” that a child is being or has been abused in some way. Massachusetts law does not require the reporter to provide conclusive proof that abuse occurred. Educators and other school personnel are neither expected to be, nor should they act as, investigators. The benefit of the doubt is always given to the child. Waiting for conclusive proof may put a child at further risk. Failure to make a mandated report to DCF can result in criminal penalties. Filing a mandated oral and written report in good faith protects the reporter from civil and criminal action even if the report is deemed unfounded after investigation. If you have questions about whether your position classifies you as a mandated reporter, contact the Tufts University Police Department (TUPD), hereinafter referred to as “Tufts Police,” the Office of Human Resources, or the Office

of University Counsel. For convenience, a blank copy of the 51A report form is attached (Attachment 1).

Although Massachusetts law directs mandated reporters to report suspected cases of child abuse and neglect to DCF, it also allows reporters who are members of public or private medical or educational institutions to instead notify a “designated agent” at the institution who then becomes responsible for notifying DCF in the manner required. Tufts University has designated Tuft Police as the reporting agent for all such cases.

If you are a mandated reporter, and witness the abuse or neglect of a person you know or believe to be under 18 years of age; or if a person under 18 years of age discloses to you that he/she is the victim of abuse, neglect, or similar endangerment; or if you have reasonable cause to believe that such abuse or neglect is taking (or has taken) place; you must report the incident or suspicion immediately by calling Tufts Police (see numbers below). Tufts Police will contact DCF and file (or assist you in contacting DCF and filing) the required oral and written reports.

What if you are not a mandated reporter?

In the interest of providing maximum protection for children on our campuses, Tufts University expects that in addition to those persons mandated to report abuse and neglect pursuant to the above, any other person affiliated with Tufts University will make such a report to Tufts Police if that person has reasonable cause to believe that a child is, or has been, the victim of abuse and/or neglect.

Reports by persons not mandated to report under the law may also be made anonymously either to Tufts Police or by using Tufts University’s reporting hotline which has been established to alert individuals authorized to respond to alleged misconduct. You may access this reporting option online at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182, or by dialing toll-free 1-866-384-4277. Please use the section “Public Safety” to make a report.

The Tufts University hotline should not be used to substitute for a 911 or as an emergency reporting mechanism. For situations requiring emergency assistance, or where there is imminent danger to a child, contact Tufts Police 617-627-6911, or dial x66911 from any campus location.

What must be reported?

When a reporter contacts Tufts Police, he/she should be prepared to provide any or all of the following information (if known):

- The names and addresses of the child and the child's parents or other person responsible for the child's care, if known
- The child's age and sex

- The nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect
- The circumstances under which the person reporting first became aware of the child's injuries, abuse, maltreatment, or neglect
- Whatever action, if any, was taken to treat, shelter, or otherwise assist the child
- The name of the person or persons making the report (required for mandated reporters, but optional for non-mandated reporters)
- Any other information that the person reporting believes might be helpful in establishing the cause of the injuries
- The identity of the person or persons responsible for the neglect or injuries if suspected or known
- Other information required by the department (if known): whether the child seems afraid to go home, names and ages of siblings, if they have similar injuries or signs of abuse or neglect, etc.

Reporting to Tufts University

If the person allegedly committing (or having committed) the abuse is (or was previously) associated with Tufts University (a faculty member, employee, volunteer, student, etc.) or if the abuse or neglect is being, or was committed on campus property, the oral report must be made immediately to Tufts Police. Tufts Police will coordinate the report with the Office of University Counsel and notify DCF (and file, or assist you in filing, the written 51A report). Tufts Police and the Office of University Counsel will also promptly notify the President of Tufts University and the Executive Vice President regarding the abuse report and the institution's response plan.

If the person allegedly committing the abuse is not affiliated with Tufts University (for example, if you suspect that a child is being abused at home, by a neighbor, by a babysitter, by another child, etc., or if he/she discloses such abuse to you) the initial oral report should still be made to Tufts Police. Tufts Police will contact DCF and file, or assist you in filing, the written 51A report.

Tufts Police or Tufts University Counsel will notify the original reporter after the 51A is filed with DCF. If Tufts Police and Tufts University Counsel decide not to file a 51A, they will notify the original reporter of that decision. If the original reporter remains convinced that abuse/neglect has taken place, he/she may (or in the case of a mandated reporter must) still file an oral report with DCF (see Contact Information and Questions below) followed within 48 hours by a written 51A report.

Tufts University will not retaliate or discriminate against any person who, in good faith, submits a report of child abuse or neglect. A one-page flow chart of the reporting process can be found below.

Contacting Parents or Guardians

Tufts Police will immediately notify parents or guardians of the minors involved (victims as well as minors who may be abusing other minors) in any suspected abuse or report of abuse being filed by Tufts Police. The only exception to this requirement is if the alleged abuse or neglect involves the parents or guardians themselves. If there is any doubt about whether the parents/guardians should be notified, Tufts Police will determine the appropriate course of action. Tufts Police will be responsible for notifying, and/or coordinating with DCF, the notification of parents or guardians. Such notification must be made as soon as possible and take into consideration the best interests of the child. A written record will be made and retained by Tufts Police to show that the notification was (or was not) made.

Interim Safety Measures

In the case of imminent danger to a child, Tufts University property, or to Tufts University personnel responsible for a child, Tufts Police should be called immediately. Tufts Police will take the reasonable steps necessary to prevent any further harm to the child, pending notification of DCF and investigation of the report. The safety and well-being of the child is the key consideration when deciding what interim safety measure(s) to initiate. Tufts Police will coordinate the emergency response with DCF since DCF has the statutory responsibility to take custody of the child if it appears that the child would be placed in danger by being returned to his/her parents or guardians.

Investigation.

Under the following circumstances, Tufts Police will conduct a prompt and thorough internal investigation in conjunction with the Office of the University Counsel:

- If the alleged abuse of a child has taken place on campus or at a Tufts University-sponsored event, or if the alleged perpetrator is employed by or associated with Tufts University, and Tufts Police have made the required oral and written report to DCF.
- If the allegations are against a person who is no longer employed by or associated with Tufts University, but occurred while the accused was affiliated, and Tufts Police have ensured that the required oral and written report has been filed with the appropriate civil authority.

All members of the Tufts University community are required to cooperate fully and truthfully with the investigation. In the interests of safety for all involved, Tufts University will take appropriate action regarding an accused faculty member, staff, other employee, student, or volunteer until the investigation is completed.

Tufts Police will coordinate its investigation with DCF and law enforcement agencies as necessary, and will cooperate with the authorities concerning the gathering of information when a civil or criminal investigation is being conducted. Tufts University will not conduct an interview with a child, an accused person or potential witnesses while a criminal investigation is underway without having consulted the appropriate authorities. A written record of the investigation will be sent to the President, the Executive Vice President of Tufts University and the Office of University Counsel.

The investigation of a complaint of child abuse by a person currently or previously affiliated with Tufts University will be kept as confidential as the circumstances of an individual case allow, in order that the right to privacy and reputation of both the child and the accused are protected. When appropriate, Tufts University will ensure that the child's parents or guardians and the accused person receive appropriate and timely information about any relevant actions taken by Tufts University. Any public comment to the media about an ongoing investigation will be made by the Tufts Office of Public Relations.

Removal From Tufts University

If Tufts University determines that a report against an individual currently affiliated with Tufts University has been substantiated, the perpetrator will be banned from all Tufts University campuses and barred from participating in any Tufts University programs or activities. If the perpetrator is an employee, his or her employment will be immediately terminated. If the perpetrator is a student, the student will be dismissed from Tufts University. If the perpetrator is a contractor or vendor, the contract or business relationship will be cancelled.

Within the confines of respect for the privacy and reputation of the individuals involved, Tufts University will deal as openly and as transparently as possible with the community.

PREVENTION

General Safety

Two Adults Practice: It is highly recommended that at least two unrelated adults who have had the appropriate background and criminal record checks should be with minors at any given time. Care should be taken to avoid or minimize situations in which individual minors are alone with a single adult. This rule includes all transportation to/from activities, accompanying a child to the bathroom, and giving a minor a ride home.

One-on-one meetings with a child or young person are best held in a public area, or if that is not appropriate or possible, then the door to the room should be left open, and/or someone on the Tufts University program staff should be notified about the meeting.

Open and Well Illuminated Spaces: Programs and activities involving children on or off campus should be held, where feasible, in open and well-illuminated areas that are easy to access and monitor. Abuse typically occurs in locations that are more private and out of sight such as locker rooms, bathrooms, shower areas, dormitory rooms and classroom spaces after hours. Consequently, the greater the visibility in a particular area, the lower the risk of abuse.

Reference and Background Checks

The first and most effective means of preventing child abuse is screening out potential abusers before they come to the campus. All faculty, staff, students, volunteers, and other members of the Tufts community who may have direct and unmonitored contact with children in the course of their employment or service activity will be given thorough reference and background checks, including review of criminal and sexual offender records. The list of positions that require background checks is managed by the Office of Human Resources (for faculty/staff) and each school's Dean's Office (for students).

It is also important to recognize that background checks are required in the case of contractors (i.e., photographers, van drivers, and caterers) who provide services to Tufts University functions or activities where the contractor may have direct and unmonitored access to minors. The same requirement exists for students working as volunteers either on or off campus (i.e., athletics programs, tutoring and mentoring programs, community service projects, research team members, and other activities that involve children).

Student volunteers participating in short-term orientation or recruitment activities with older (high school-aged) students (admissions, athletics, pre-orientation groups, etc.) will not be required to undergo a criminal background check, but will receive on-line safety training and a Code of Conduct that must be signed prior to participation.

Contractors providing contract services to Tufts organizations where employees of the contractor may have direct and unmonitored access to minors must provide evidence that a background check was completed on any employee sent by the contractor to provide said services. When Tufts enters into a contractual relationship with an outside organization where that organization will be bringing minor children onto University property, such organizations must provide evidence beforehand that the adults accompanying the minors have undergone the appropriate background and criminal record checks.

Because there is no federal database for this information, background checks will include a multi-state search, especially of those states where the applicant previously resided and worked. For more information, please contact the Office of Human Resources.

Background Checks Required for Employees/Students Interacting with Minors

Tufts University requires that all faculty members, paid University staff (full and part-time), all student volunteers, and any other individuals who may have direct and unmonitored contact with minors, including any individuals who regularly provide school-related transportation to minors, undergo a thorough criminal history and background investigation. The Tufts Office of Human Resources will coordinate background checks for faculty and staff in these categories, and each school's Dean's Office will coordinate background checks for its students who are interacting with minor children. Information about this process is available in the Office of Human Resources (for faculty/staff) and in each school's Dean's Office (for students).

The background investigation is dependent on the position being sought and may include, but not be limited to, Massachusetts criminal and sex offender records (CORI/SORI¹), a national criminal and sex offender search, and a motor vehicle driving record search. A background check begins with an individual's submission of a completed Authorization Form to the Office of Human Resources (faculty/staff) or to the designated department or school Dean's Office (students) in accordance with this policy. All such individuals are required to have a background check prior to their employment or volunteer service. It is the responsibility of the head of each school, division or center (Dean, EAD, VP, Director) to ensure that an individual (whether faculty, staff or student) who is required to have a background check in accordance with this policy does not commence his/her employment or volunteer service until the background check has been completed.

Tufts University reserves the right to conduct background screening any time after employment or volunteer service has begun. All individuals subject to the requirements of this policy, and who enter into employment or volunteer service with the University, will undergo periodic background checks. Any misrepresentations, falsifications, or material omissions in the information provided by the applicant, whenever discovered, may result in disqualification from, or termination of employment or volunteer service, with the University.

All background screening accomplished by or on behalf of Tufts University will comply with the Fair Credit Reporting Act and other relevant privacy laws.

Once the individual has filled out the Authorization Form, the Office of Human Resources (faculty/staff) or the individual school Dean's Office (students) shall check to see if the information is complete and legible. Human Resources and the school's Dean's Office shall also verify the identity of the individual by requiring the individual to produce a government-issued photographic identification at the time the Authorization Form is submitted. Human Resources or the Dean's Office shall then sign the Form, make a copy of it for either Human Resources or the school's records, and then submit the original form to the vendor for processing.

¹ Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI)

Evaluation

The nature of the screening and evaluation process depends upon the requirements, responsibilities, and activities of each position. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. If a background check returned by the vendor indicates that no adverse or criminal record exists for the applicant, Human Resources (faculty/staff) or the school's Dean's Office (students) will notify the Tufts school, division or program that the background check is clear. If, however, the vendor's background check indicates that there is adverse or criminal activity in the applicant's background, Human Resources or the school's Dean's Office, as needed, will bring the adverse or criminal information to a small "Review Committee" comprised of senior staff for final determination and possible appeal (criteria for disqualification to be determined by Human Resources and the school's Dean's Office).

If the background check for an applicant includes a CORI check, the following applies. If the CORI check return indicates no adverse or criminal history in the applicant's background, Human Resources (faculty/staff) or the school's Dean's Office (students) will notify the Tufts school, division or program that the CORI return is clear.

If, however, the CORI return indicates that the individual has an adult criminal record, the CORI return will be reviewed by a certified CORI administrator and will be placed into one of the following three categories:

- Permanent Disqualification
- Presumptive Disqualification
- Discretionary Disqualification

Permanent Disqualification: If an individual has a criminal offense which falls within the Permanent Disqualification Category², Human Resources (faculty/staff) or the school's Dean's Office (students) will:

- Inform the Tufts school, division or program that the individual is disqualified from employment or serving as a volunteer under the CORI criteria of the University;
- Ask to have the individual contact them;
- Notify him/her that based upon his/her CORI Report, they *intend* to disqualify him/her from employment or serving as a volunteer;
- Provide the individual with a copy of his/her CORI Report and a copy of the CORI Policy of the University; and (if he/she believes the report is inaccurate),

² See: www.mass.gov/eohhs/docs/dcf/regs/110cmr18.pdf (Table A)

- Provide the individual with a copy of the Massachusetts Department of Criminal Justice Information Service (DCJIS) “Information Concerning the Process in Correcting a Criminal Record.”

If the individual’s criminal record is thereafter corrected, the individual will be provided an opportunity to undergo another CORI check. Human Resources or the school’s Dean’s Office will notify the Tufts school, division or program if the individual’s subsequent CORI check is cleared. An individual who is disqualified from employment or serving as a volunteer may appeal the disqualification in accordance with this policy.

Presumptive Disqualification: If an individual has a criminal offense, which falls within the Presumptive Disqualification Category³, the Tufts school, division or program that initiated the check may be contacted and asked to have the individual contact Human Resources (faculty/staff) or the school’s Dean’s Office (students) for further clarification of his/her CORI return. After speaking with the individual, the CORI return will be evaluated using the following guidelines:

- The relevance of the criminal offense to the nature of the employment or volunteer service being sought;
- The nature of the work to be performed;
- The seriousness and specific circumstances of the offense;
- The age of the candidate at the time of the offense;
- The number of offenses;
- The length of time since the offense occurred;
- Whether the applicant has pending charges;
- Any relevant evidence of rehabilitation or lack thereof;
- Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

If, based upon the above information, a determination is made that the individual may serve as an employee or volunteer at the University, Human Resources or the school’s Dean’s Office will provide that determination to the initiator of the request. The applicant should then be notified immediately. If such determination is made that the individual is disqualified from employment or volunteer service, Human Resources or the school’s Dean’s Office will follow the same steps described above under “Permanent Disqualification.”

Again, if the individual’s criminal record is thereafter corrected, he/she will be provided an opportunity to undergo another CORI check in accordance with this policy. Human Resources or the school’s Dean’s Office will notify the Tufts school, division or program that the individual’s

³ See: www.mass.gov/eohhs/docs/DCF/regs/110cmr18.pdf (Table B)

subsequent CORI check is cleared. An individual who is disqualified from employment or serving as a volunteer may appeal the disqualification in accordance with this policy.

Discretionary Disqualification: If an individual has a criminal offense that falls within the Discretionary Disqualification Category⁴, Human Resources or the school's Dean's Office may contact the Tufts school, division or program that initiated the request and ask to have the individual contact them for further clarification of his/her CORI return. After speaking with the individual, the CORI return will be evaluated using the same evaluation guidelines described above in "Presumptive Disqualification."

If the outcome of that evaluation determines that the individual is disqualified from employment or volunteer service, the same procedure as described above under "Permanent Disqualification" will be followed.

Disqualification

Human Resources or the school's Dean's Office will send a Confirmation Letter to the Tufts school, division or program originating the request within two weeks after oral notification that an individual has been disqualified from employment or serving as a volunteer. The letter will confirm that the individual is not employed by the University and is not serving as a volunteer. The school, division or program will be required to acknowledge the letter and return it as soon as possible to Human Resources or the school's Dean's Office. The documents will be kept in a separate file marked "Ineligible for Employment/Volunteer Service."

Appeals

If an individual decides to appeal his/her disqualification, the decision to appeal must be made in writing by the individual to the Office of Human Resources (faculty/staff) or to the school's Dean's Office (students) within 14 days of receipt of the notice of disqualification. The individual shall explain in writing why he/she should continue his/her employment or volunteer service. (The individual is not permitted to be employed or serve as a volunteer during the appeal process.)

The appeal shall be reviewed by the Appeals Board of the University (faculty/staff) or Dean's Office (students), which shall consist of individuals who have been cleared by the DCJIS to review CORI Returns: (University Counsel, Vice President of Human Resources, Administrator (VP or Dean)). The CORI Appeals Board shall meet once a month (if necessary) to review any appeals. Meetings of the CORI Appeals Board shall require a quorum of three members. A decision to allow the individual to be employed or serve as a volunteer in the University must be

⁴ See: www.mass.gov/eohhs/docs/DCF/regs/110cmr18.pdf (Table C)

made by a majority vote at a meeting at which a quorum is present. Once the CORI Appeals Board has reached a decision with respect to the appeal, it will notify the individual in writing of its decision.

Flow charts of the background investigation process for faculty/staff and for students appear below.

Verification of Background Checks

On an annual basis, Human Resources (faculty/staff) or the school's Dean's Offices (students) will request the vendor to run a report that lists the individual background checks (by name) that have been conducted over the past year. This list will enable the organizations to compare the number of those individuals serving in capacities that require some level of background checks with the number of background checks actually accomplished. The "percent accomplished" information will then be forwarded to Human Resources to prepare an annual report.

Periodic Review and Audit

To ensure ongoing compliance with federal and state laws, this policy will be reviewed annually and updated to reflect any changes in those laws. A periodic internal audit will also be conducted to ensure that all Tufts University personnel responsible for the processes described above are applying these policies in a consistent and standard manner as intended.

EDUCATION, TRAINING AND ASSESSMENT

For any child abuse prevention policy to be effective, the people implementing the policy and providing services to minor children must have adequate education and training. Administrators, faculty, staff, employees, students, and volunteers are required to participate in the child abuse prevention education and training course(s) determined appropriate by Tufts University at least once every two years. The training will raise awareness of the nature of child abuse and its prevalence in all segments of society, and will include training in abuse prevention strategies; how to identify situations of abuse, neglect or similar endangerment; how to respond to a disclosure of abuse by a minor; how to report those situations to civil and school authorities; and what actions to take to prevent abuse of children (or minimize further harm) on Tufts property and at Tufts-sponsored events and activities.

The Office of Human Resources will maintain a database of Tufts University employees and staff requiring such training, and a mechanism for capturing reports of when the training has been completed by each individual. Individuals who do not require the training but are interested in taking the course(s) will be invited to do so in the interests of building an informed, proactive, and safety-conscious community. The responsibility for ensuring the training of students will be distributed among the various schools and programs engaging student volunteers to interact with

minor children. No person required to take the training will be allowed unsupervised access to children until the training is accomplished.

Enforcement

This policy will be strictly enforced. Failure to comply will result in corrective action, up to and including dismissal from Tufts University. Violations may also lead to civil or criminal liability.

Contact Information and Questions

Questions about this policy, and all reports should be directed to:

- Tufts University Police Department: Dial x66911 from campus phones on any campus
 - Medford/Somerville – (617) 627-6911
 - Boston campus – (617) 636-6911
 - Grafton campus – (508) 839-5303
- Office of Human Resources – Boston: (617) 636-6600
- Office of Human Resources – Grafton: (508) 839-7975
- Office of Human Resources – Medford/Somerville: (617) 627-6272
- Tufts University Counsel (all campuses): (617) 627-2147

Massachusetts Contact Information

The Massachusetts Department of Children and Families (DCF) can be contacted at the following numbers:

- Child-at-Risk Hotline (24 hours) 1-800-792-5200
 - DCF Central Administrative Office (617) 748-2000
- During normal business hours (9:00am – 5:00pm) the Area DCF Office for the Tufts campus from which the report is being made should be called first. The area offices for Tufts campuses are as follows:
 - Malden Area Office (Area Office for the Medford campus)
22 Pleasant St.
Malden, MA 02148
(781) 388-7100
fax (781) 324-2209

- Worcester East Area Office (Area Office for the Grafton campus)
121 Providence St., Suite 200
Worcester, MA 01604
(508) 929-2000
fax (508) 754-9803

- Harbor Area Office (Area Office for the Boston campus)
80 Everett Avenue, Suite 300
Chelsea, MA 02150
(617) 660-3400
fax (617) 884-0215

- Office of the Child Advocate - (617) 979-8360 and toll-free (866) 790-3690



Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse and/or neglect to the Department of Children and Families by:

1. Immediately reporting by oral communication; and
 2. Completing and sending this written report to the appropriate Department of Children and Families office within 48 hours of making the oral report.
- For more information about requirements for mandated reporters and filing a report of alleged abuse and/or neglect please see

A Guide for Mandated Reporters available on the DCF website at www.mass.gov/dcf.

Please complete all sections of this form. If some data are uncertain or unknown, please signify by placing a question mark ("?") after the entry.

CHILDREN REPORTED

Name	Current Location / Address	Sex	Age or Date of Birth
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____

PARENT OR GUARDIAN 1

Name _____			
First	Last	Middle	
Address _____			
Street & Number	City / Town	State	Zip Code
Phone # _____		Age / Date of Birth _____	
Primary Language Spoken (if known) _____		Ethnicity (if known) _____	

PARENT OR GUARDIAN 2

Name _____			
First	Last	Middle	
Address _____			
Street & Number	City / Town	State	Zip Code
Phone # _____		Age / Date of Birth _____	
Primary Language Spoken (if known) _____		Ethnicity (if known) _____	

REPORTER / REPORT

Report Date _____	<input type="checkbox"/> Mandatory Report <input type="checkbox"/> Voluntary Report		
Reporter's Name _____			
First	Middle	Last	
(If the reporter represents an institution, school or facility, please indicate)			
Reporter's Address _____			
Street & Number	City / Town	State	Zip Code
Phone # _____		Relationship to the Child _____	
Has reporter informed caretaker of report? <input type="checkbox"/> Yes <input type="checkbox"/> No			

What is the nature and extent of injury, abuse, maltreatment or neglect? Please list any prior evidence of same and/or other worries regarding danger to the child(ren). (Please cite the source of this information if not observed firsthand.)

If known, please provide the name(s) and contact information of the person(s) responsible for the injury, abuse, maltreatment or neglect and/or any other information that you think might be helpful in establishing the cause of the injury, abuse, maltreatment or neglect:

What are the circumstances under which the reporter became aware of the injury, abuse, maltreatment or neglect? Please include information on dates and timeframes for when the injury, abuse, maltreatment or neglect occurred. Pedikit# (if applicable):

What action has been taken thus far to treat, shelter or otherwise assist the child(ren) to deal with the situation?

If report involved alleged domestic violence, please list any information that will help DCF make safe contact with the family (e.g., work schedule, place of employment, daily routines for the adult victim):

Please provide any information about the family's strengths and capacities that you think will be helpful to DCF in ensuring the child's safety and supporting the family to address the abuse and/or neglect concerns:

Signature of Reporter:

Attachment 2

REPORTING CHILD ABUSE AND NEGLECT TO TUFTS POLICE

Massachusetts law: A report must be filed when a mandated reporter has knowledge or reasonable cause to believe that a person under the age of 18 is suffering abuse or neglect.

Tufts University Policy: Requires all faculty, staff, students, and volunteers to contact the designated authority (Tufts Police) when they have knowledge or reasonable cause to believe that a person under the age of 18 is being, or has been, abused or neglected.

Any person may contact or ask to meet with Tufts Police concerning suspected child abuse by anyone - including faculty, staff, students, or volunteers.

Reports concerning suspected, observed, or disclosed child abuse must be made to Tufts Police.

Contact Tufts Police by dialing x66911 from any campus phone or dial direct:

Medford campus – (617) 627-6911

Boston campus – (617) 636-6911

Grafton campus – (508) 839-5303

A person who was abused as a child but is now an adult also has the right to file a report with the local District Attorney (DA):

**Middlesex County DA
(781) 897-8300**

**Worcester County DA
(508) 755-8601**

**Suffolk County DA
(617) 619-4000**

Persons making a report about child abuse to Tufts Police should be prepared to provide the following information (if known):

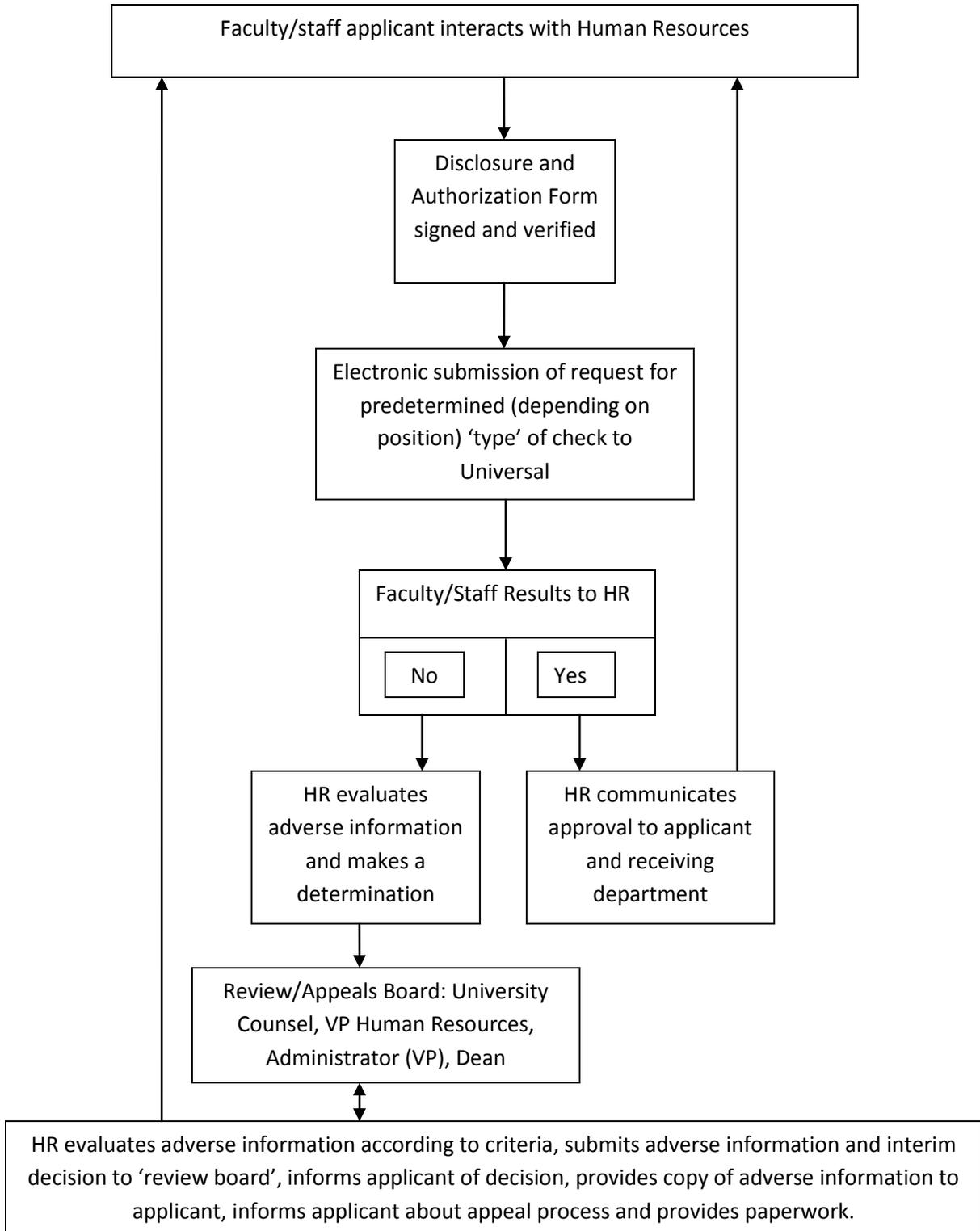
- the name/address of the child, his parents, or other person responsible for his care;
- the child's age and sex;
- the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect;
- the circumstances under which the reporter first became aware of the above;
- whatever action, if any, was taken to treat, shelter, or otherwise assist the child; and
- the name of the person or persons making such report.

Tufts University will cooperate with civil authorities concerning investigations of a complaint of child abuse and support all investigations with respect for civil law and the rights of individuals.

NOTE: Non-mandated reporters can also report suspected abuse online at the *Tufts University/EthicsPoint Anonymous Reporting Hotline* link: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182, or by calling 1-866-384-4277.

Attachment 3

BACKGROUND INVESTIGATION – PROCESS AND APPEAL (FACULTY/STAFF)



Attachment 4

BACKGROUND INVESTIGATION – PROCESS AND APPEAL (STUDENTS)

