

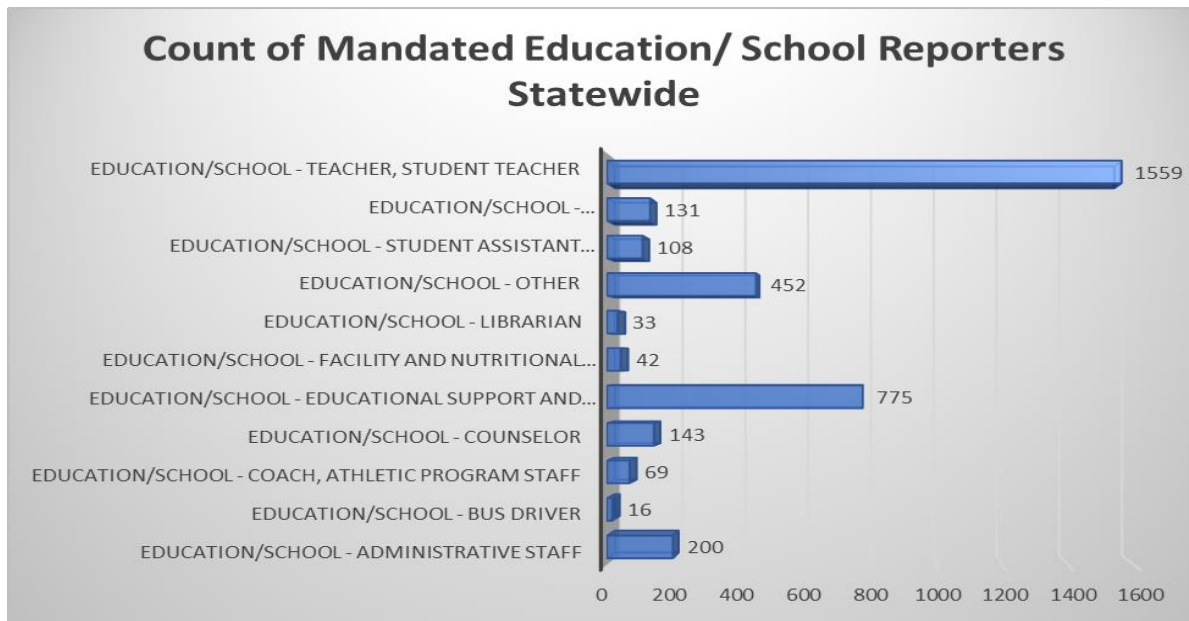
## MEMORANDUM

**TO:** Superintendents, Principals, Headmasters and Education Staff  
**FROM:** Rebecca Holcombe, Ed. D., Secretary of Education  
 Ken Schatz, Commissioner, Department for Children and Families  
**SUBJECT:** Mandated Reporting Law  
**DATE:** November 2017

The Agency of Education and Department for Children and Families want to support and encourage strategic planning for staff training on the requirements of Act 1 of 2009 and Act 60 of 2015. You will recall that Act 1 required that all school employees, including non-teaching staff (bus drivers, custodians, food service staff), receive training on the dynamics of sexual abuse and sexual violence. Act 60 also made significant changes to the mandated reporting law. Both subject areas are addressed in the online training: [Protecting Vermont's Children: Reporting Abuse & Neglect](#).

The on-line training has been hugely successful. Over 11,360 individuals have taken the training, of these; approximately 3,528 or 30% are employed by a school.

*Protecting Vermont’s Children: Reporting Abuse & Neglect*



## **Mandated Reporting**

Effective July 1, 2015: **Any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed ([33 V.S.A. § 4913\(c\)](#)).** All mandated reporters have an independent obligation to report to DCF even if they have knowledge that a report of the same suspected abuse or neglect has already been made. DCF offers the following guidance:

**Group Reporting:** If more than one individual within an organization needs to make a report about the same information or incident, DCF recommends the following course of action for making a group report (*please note that the required 24-hour time limit for making reports applies to both steps below*):

- The person(s) with the most direct knowledge of the allegation should contact the child protection hotline at **(800)-649-5285** to make a verbal report; AND
- A written report should be drafted and signed (please print) by everyone with direct knowledge of the information (get the form on-line at **[mandatedreporters.vt.gov/](http://mandatedreporters.vt.gov/)**). Please fax the written report to **(802) 241-3301**.

We hope that the start of your school year has been a smooth and happy transition.

## **Helpful Links and Resources:**

[Agency of Education Technical Assistance and Resource Guide \(TARG\)](#)

*Commit to Kids DVD* and written Step Up to Protect Vermont Kids materials  
Contact: [Priscilla.White@vermont.gov](mailto:Priscilla.White@vermont.gov)

[Department for Children and Families – Child Abuse Prevention Page](#)

[Department for Children and Families - Mandated Reporting](#)

[Protecting Vermont's Children: Reporting Abuse and Neglect](#)

[Vermont Teacher's Guide: Responding to Domestic and Sexual Violence](#)

[Vermont Center for Prevention and Treatment of Sexual Abuse](#)

