

MCPHS University

Mandatory Reporting Policy for Minors in Danger from Abuse, Neglect, or Exploitation

*Pursuant to Mass Gen. Laws Ch. 119, §§ 21, 51A; Ch. 233, § 20M and
N.H. Rev. Stat. Ann. §§ 169-C: 3, 169-C: 29, 169-C: 30, 169-C: 37.*

University faculty, administrators, guidance counselors, and staff are required to file a report to the University and the appropriate state authority if they have reasonable cause to believe or suspect that a minor (student under eighteen (18) years of age) is suffering physical or emotional injury as a result of suspected:

- Abuse (including sexual abuse) which causes harm or substantial risk of harm to the minor's health or welfare;
- Neglect (including malnutrition);
- Physical dependence upon an addictive drug at birth;
- Being a sexually exploited minor; or
- Being a human trafficking victim.

University personnel must notify their supervisor, the Title IX Coordinator, and simultaneously submit an oral report immediately by telephone to the appropriate state authority. The oral report must be followed within 48 hours by a written report faxed or mailed (do not send e-mail reports of abuse).

- In Massachusetts, to the Department of Children & Families (DCF) Child-At-Risk Hotline (1-800-792-5200) or call the local DCF office in the relevant geographic area and ask for the "screening unit." Written reports should be faxed or mailed to the appropriate area DCF office; and
- In New Hampshire, to the NH Department of Health & Human Services (NH DHHS) Child Protection Services at 1-800-894-5533 (in state only) or 603-271-6562; fax 603-271-6565 (8:00 a.m. – 4:30 p.m., Monday – Friday). Call the local police department after hours, weekends, or holidays.

The report must contain the following:

- The name and address of the minor and the minor's parents or other person responsible for the minor's care, if known;
- The minor's age and sex;
- The nature and extent of the minor's injuries, abuse, maltreatment or neglect, including any evidence of prior injuries, abuse, maltreatment or neglect;
- The circumstances under which the person required to report first became aware of the minor's injuries, abuse, maltreatment or neglect;
- Whatever action, if any, was taken to treat, shelter or otherwise assist the minor;
- The name of the person(s) making the report;
- Any other information that the person reporting believes might be helpful in establishing the cause of the injuries;
- The identity of the person(s) responsible for the neglect or injuries; and
- Other information required by the state authority.

Failure to report or to knowingly and willingly file a frivolous report can result in fines, prosecution, imprisonment, and notice to the requisite licensing authority, if applicable.