

Division of Youth and Family Services (D.Y.F.S.) Flowchart for Staff Members

Staff Member becomes aware of a suspicion of abuse/neglect as defined:

- The law states that any person having **reasonable cause** to believe that a child has been subjected to child abuse/neglect or acts of child abuse **shall** report this information **immediately** to the Division of Youth and Family Services (DYFS), as per N.J.S.A. 9:6-8.10, and N.J.A.C.6:29-9.

If observable injury, nurse examines injury

Staff member who has first hand information contacts DYFS **(1-877-652 2873)** and notifies Administrator/Principal or Designee

DYFS Screening Center determines whether information is reportable

If no

If yes

If DYFS deems information is not reportable, staff should communicate with SAC/School Counselor

Contact to Police by Staff member, Administrator and/or SAC/School Counselor

Central Office Notified, Documentation of events kept by Administrator and SAC/School Counselor

SAC/School Counselor provides follow up/support to Staff, DYFS, Family and Student

WHEN IN DOUBT CALL !!!!!!!!