

## **MANDATED REPORTING WHILE WORKING REMOTELY**

In the event that *any* staff member receives an email or receives information on a school program used for messaging students i.e. Skedula or while remote conferencing, from a student which indicates that the student is in crisis (e.g. alleged child abuse/neglect, suicidal ideation, self-harm), please follow these steps:

1. Before any session, ensure you check any means for student contact information to make sure you have updated parent / guardian / emergency contact information.
2. *Call 911 to report a SUICIDAL IDEATION immediately and provide the police with student information (make sure the student is not left alone during this time).*
3. As soon as possible, send an informational email for an OORS Report to your administrator(s).
4. In the case of alleged child abuse/neglect, you must call the Mandated Reporter Hotline (800-635-1522) to report the alleged incident. Ask for the name of the person that you are speaking with and the case number. Any questions, you can also ACS Safety First (718-KID-SAFE).
5. Upon completing the above steps, you must send a brief informational email to your administrator(s).
6. If a report for child abuse is called, the following required form would need to be completed and it can be downloaded at the link below:  
<https://ocfs.ny.gov/main/Forms/cps/LDSS-2221A.dot>
7. The form should be completed electronically and emailed to your administrator(s) and borough field support representative(s) for ACS.

**PLEASE REMEMBER, YOU ARE ALL MANDATED REPORTERS DESPITE NOT BEING PHYSICALLY IN THE BUILDING.**

**Chancellor Regulation A-750 - Child Abuse and Maltreatment Prevention**

<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-750-9-28-2017-final-remediated-wcag2-0>

**Chancellor Regulation A-755 - Suicide Prevention / Intervention**

<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-755-english>