

## **BEACHWOOD NURSERY SCHOOL & EARLY LEARNING CENTER**

### **Policy on Child Abuse & Neglect:**

All Staff are required to attend initial training on identifying & reporting child abuse & neglect at an approved state agency. Staff are also required to complete the Child Abuse Record Information form for a background check and the Criminal History Record Information for fingerprinting. A new staff member must be supervised by others when working with children until clearance is received from the above agencies.

### **We expect staff to prevent any possible accusations of child abuse or neglect by:**

- maintaining constant supervision of children at all times in the classroom & outdoors;
- maintaining appropriate child : staff ratios; (two or more staff members in a classroom)
- remaining visible to other staff in the classroom when assisting children with toileting;
- remaining visible to other staff when supervising children at rest time;
- speaking to children in a moderate tone of voice in the classroom;
- removing yourself from a situation you cannot handle calmly;
- anticipating and eliminating potential problems;
- not leaving our inexperienced staff members alone to manage a group of children.

### **Inappropriate staff behaviors toward children include:**

- using physical punishment such as shaking, hitting, or engaging in psychological abuse or coercion
- using threats or derogatory remarks, withholding or threatening to withhold food, emotional responses, stimulation, rest or sleep as a form of discipline;
- disciplining a child for failing to eat or sleep or for soiling themselves;
- requiring a child to remain silent or inactive for an inappropriate length of time.

### **We expect staff to recognize the signs of possible abuse or neglect, document & discuss with the director any of these incidents immediately:**

- unusual behaviors or signs of stress in a child;
- unusual marks, bruises or physical injuries that has occurred more than once;
- complaints from a child about physical abuse that occurs at home;
- complaints of hunger, and/or an un-kept appearance;
- rough behavior or demeaning remarks of a parent to the child

**Staff are required to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the State Central Registry Hotline 1-877 NJ ABUSE (1-877-652-2873) Staff who report suspicions of abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action.**

### **If a staff member is accused of child abuse, the director will:**

- immediately suspend the person during the investigation without pay for any allegations of abuse;
- inform the Office of Licensing & the Department of Children & Families;
- terminate the employee if the allegation is found to be true;
- re-instate the employee if the investigation finds the allegation is untrue. The staff member will receive the pay earned during the suspension. PTO & Vacation will be used first.

**Any staff member accused of abuse or neglect towards a child cannot return to work until the Office of Licensing and the Department of Children and Families notifies our school that the person may be re-instated.**