

## **Procedures for the protection of children, including identification of matters mandated to report.**

ANY events that require reporting be they Ordinary, Secondary or Extraordinary, must all remain confidential between teacher and Educational Director and or Rabbi and may not be discussed with other teachers or parents without the expressed permission of the Educational Director or Rabbi. This is for the protection of all and in keeping with our mission to provide a safe environment for our children, which includes confidentiality of reported events.

Please read clarification for different levels of reporting that are within our new guidelines, written by our Board of Trustees.

If a SECONDARY report or an EXTRAORDINARY report is filed, this must be done so PRIOR to leaving the building and must be handed directly to the director of education, or in her absence, the rabbi. There are no exceptions.

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When filling out your report, please name them and reference them in the subject line of your email in the following consistent way:

Ordinary Report

date\_OR\_first initial and last name.

EXAMPLE:

1\_21\_OR\_Lsiegel

Secondary Report, example:

1\_21\_SR\_Lsiegel

Extraordinary Report, example:

*Definition and report procedures of Ordinary Reporting of class activity, Secondary Level Reporting and Extraordinary Reporting.*

### **Ordinary Reporting**

- Each teacher responsible at any grade level is required by the UVJC to submit a written summary of the class activities of that particular day. This form is available on the Teacher Tab of our website, ([www.uvjc.org](http://www.uvjc.org)) or may be prepared in a regular word document which includes the information from the form. A copy of this form is attached in the appendix of this policy. No handwritten reports will be accepted. The signed report must be turned into the Education Director before the teacher leaves the building. In the event that there are two teachers in the classroom, only one report summary of the class is necessary and can be submitted by either teacher. If a teacher does not have a laptop, the Education Director will make a laptop available after school for use by any teacher. The report must be emailed **and** printed for the school records and this is the responsibility of the teacher.
- Ordinary reporting will include the attendance sheet, and the summary of the class lessons in both Hebrew and Judaic curriculum. Copies of lesson plans should also be attached. If there is normal behavior activities in the class that need addressed such as a child talking when not appropriate or not keeping the class rules that the teacher and class have adopted, this should be noted, but the child's *name is not necessary to report*, unless the teacher believes this to be consistent behavior problem that needs addressing by the office of the Education Director.

### **Secondary Level Reporting**

- If a child appears to be ill, or tells the teacher he is not feeling well, the child should be brought to the Education Director to make a determination if the parent should be called. This should be reported both verbally and in a written report to be submitted before the teacher leaves for the day.
- If a child is inattentive and/or defiant to the point that it is disrupting class, the child should be brought to the Education Director. The Education Director will spend some time with the child to try to understand what is preventing appropriate participation in class. If a resolution is not met, and the child cannot be returned to class, the parent will be called. A verbal and written report must be submitted by the teacher before leaving school that day. The Education Director may also make written comments on this same report for school records.

### **Extraordinary Level Reporting**

This level of reporting will include physical injury to a child while on the premises, responses to food allergy symptoms, matters requiring first aid, and inappropriate physical contact or suspicion of sexual abuse.

- Physical Injury. Teachers must take all precautions to keep their students safe in the classroom. This includes students keep their shoes on at all times, and that the classroom is reviewed *prior* to class for any items that might have been left there used by Dartmouth Students for Havadala, etc. If a child is injured, immediately bring the child to the Education Director to assess need for minor first aid application. A verbal and written report must be filed by the teacher prior to leaving the premises.
- If a child has an allergic reaction to food or other sudden reaction, teachers will have been instructed how to administer the Epi-Pen which has been given by the parents of children with known severe allergies. The Epi-Pen is to be kept in the classroom, on a shelf where other children cannot reach, but easily assessable to the teacher. Benadryl or other antihistamines are supplied by the families of children with known allergies and this can be administered by either the teacher or the Education Director as it is at a lower response level than the need for an Epi-Pen. The child should be brought to the Director in all circumstances as noted above, after appropriate emergency response has been administered. Under all circumstances, a verbal and written report must be made to the Educational Director by the teacher prior to leaving the premises.
- Teachers who have suspicious of inappropriate sexual behavior or contact, whether this is involving an adult, teacher, Madreich or Madrecha or involving only children engaging in this behavior, it is imperative that a teacher report any such activity to the Education Director or Rabbi. Safeguards are in place in the bathroom, (see policy on restroom use) but inappropriate touching, even if, as a teacher, you believe the activity is “children being children” it **must not be treated as such**, and must be reported immediately to the Education Director verbally, and then followed up by a detailed written report including times and places that the events occurred. The child or children involved should be brought to the Education Director or Rabbi immediately and no interrogation on the part of the teacher either alone with one child, nor in front of any other child or staff member including Madrechim. This immediately becomes a matter for those in leadership positions at the school to oversee.
- Because this category may lead to mandated reporting to authorities by the Education Director and or the Rabbi, it is imperative that you record all events while they are fresh in your mind. Another teacher or Madreich or Madrecha may have to take your class while you attend to this type of extraordinary reporting.