

YOUTH THEATRE WORKSHOP
DCF 51A Mandatory Reporting



Adopted by Executive board: Fiscal Year 2026

IF YOU SUSPECT CHILD ABUSE OR NEGLECT
Do Not Investigate. Do Not Delay. Report Immediately.

STEP 1: ENSURE IMMEDIATE SAFETY

If a child is in immediate danger:

 Call 911

If there is no immediate danger but you suspect abuse or neglect:

 Call the Massachusetts DCF Child-At-Risk Hotline (24/7)
1-800-792-5200

STEP 2: WHO MUST REPORT?

Under Massachusetts law (M.G.L. c. 119 §51A), mandated reporters must report when they have reasonable cause to believe a child is being abused or neglected.

At TCS, the following individuals are considered mandated reporters for program purposes:

- Youth Theatre Workshop Directors
- Producers
- Teaching Artists
- Stage Managers
- Interns/Counselors
- YTW Committee Members
- Board Members overseeing youth programs

When in doubt.....REPORT.

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You do not need proof.

You do not need certainty.

You need reasonable suspicion.

STEP 3: WHAT TO REPORT

Report concerns including but not limited to:

Physical Abuse

- Unexplained injuries
- Frequent bruises
- Child fearful of going home

Sexual Abuse

- Inappropriate touching
- Sexualized behavior beyond developmental norms
- Disclosure by child

Emotional Abuse

- Extreme withdrawal or aggression
- Ongoing humiliation or threats

Neglect

- Lack of supervision
- Chronic hunger
- Unsafe living conditions

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STEP 4: HOW TO REPORT

A. Make the Oral Report

Call DCF at 1-800-792-5200.

Provide:

- **Child's name and age**
- **Parent/guardian information (if known)**
- **Description of concern**
- **Any statements made by the child (use exact words)**
- **Your contact information**

B. Submit Written 51A Report

Within 48 hours of the oral report, complete and submit the written 51A form to DCF.

DCF 51A Form:

<https://www.mass.gov/doc/report-of-alleged-child-abuse-or-neglect-51a-report/download>

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STEP 5: NOTIFY TCS LEADERSHIP

After contacting DCF:

Notify:

- **TCS President/Executive Director/Artistic Director**
- **OR designated Youth Safety Officer**
- **OR Executive Board if concern involves leadership**

If the allegation involves someone in leadership, report directly to DCF and notify the Executive Board.