

THEATRE COMPANY OF SAUGUS

Youth Theatre Workshop

DCF 51A Mandatory Reporting



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.

- 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

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/child-abuse-reporting-form/download>

See also:

<https://www.mass.gov/how-to/report-child-abuse-or-neglect>

STEP 5: NOTIFY TCS LEADERSHIP

After contacting DCF:

Notify:

- TCS President
- OR designated Youth Safety Officer
- OR Executive Committee if concern involves leadership

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