



Regulation of the Chancellor

Number: A-750

Subject: CHILD ABUSE AND MALTREATMENT PREVENTION

Category: STUDENTS

Issued: June 18, 2026

SUMMARY OF CHANGES

This regulation updates and supersedes Chancellor's Regulation A-750 dated September 28, 2017.

Changes:

- Change "mandated reporter" to "reporter" throughout Regulation to reflect guidance that staff who are not legally mandated to report are encouraged to report when they have reasonable cause to suspect child abuse or maltreatment.
- Change Field Support Center Director to Student Services Manager in the Superintendent's Office throughout Regulation.
- Shift reporting relating to SCR reports and ACS responses to OORS from ILOG.
- Reorganize and renumber sections to improve clarity and flow.

Section I. Definitions

- Define the terms "person legally responsible" and "reasonable cause."
 - Clarify that employees of NYCPS LYFE Centers and New York City Early Education Centers may constitute persons legally responsible for reporting purposes.
- Revise the definitions of the terms "child abuse" and "child maltreatment" to align with state law and regulatory guidance.

Section II. Procedures for Reporting to the New York Statewide Central Register of Child Abuse and Maltreatment

- Add subsection clarifying who is obligated to make a report of suspected child abuse and/or maltreatment and provide that staff who are not legally mandated to report are encouraged to report when they have reasonable cause.
- Add subsection on determining reasonable cause to warrant reporting to the SCR, emphasizing reliance on objective facts, professional judgement, and training.
- Provide that families who do not meet the legal threshold for a report to the SCR should be connected with available services without requiring a report.
- Revise subsection on reporting suspicions of maltreatment based on educational

neglect to clarify that:

- Poor school attendance, in and of itself, is not reasonable cause to suspect maltreatment.
- Reports based on educational neglect must meet specified criteria demonstrating impairment or imminent risk of impairment and unsuccessful engagement efforts.
- Provide that reporters must provide the SCR with their own contact information
- Provide that if reporter wishes to receive a Summary of Findings letter once available, they must provide an email address to the SCR.
- Clarify that the term “principal” as used in the Regulation also refers to the Director of an early childhood education program administered by NYCPS.
- Clarify reporting procedures when reporter believes another report was made based on same facts, including that:
 - Reporter must consult with principal/designee.
 - Reporter must make the report if the principal/designee does not confirm that another report was made and accepted or if the principal/designee does not provide a “Call I.D.” number.
- Permit written reports (LDSS-2221-A) to be prepared by reporter and/or principal/designee based on information provided by reporter.
- Update procedures to require email transmission of written reports to ACS borough offices and provides updated contact information.
- Add guidance that NYCPS personnel who suspect that a student is experiencing, or is at risk of experiencing, human trafficking must follow procedures set forth in the Human Trafficking School Safety Protocol.
- Update procedures for cases of imminent danger to a child, including requirements for coordination with SSA/NYPD and maintaining supervision of a child if ACS arrival is delayed.
- Update policy for photographing injuries when child abuse or maltreatment is suspected.
 - Provide that school staff must make best efforts to report suspected child abuse or maltreatment prior to taking photographs.
- Provide that if the SCR makes a Law Enforcement Referral, there is no need for school to make additional report to law enforcement.

Section III. Procedures for Cooperating with ACS Responses to Reports of Suspected Child Abuse or Maltreatment

- Clarify that CPS workers may ask a child to remove their outer garments.
- Update name of form (DCP-048) used by ACS to indicate that emergency circumstances exist that pose an immediate threat of harm to the child.
- Provide that principal/designee should contact Senior Field Counsel to support process

when CPS workers seek to take a student into protective custody or when one or more members of an MDT seek to take a student to a CAC/CPC.

- Add subsection on Collaborative Assessment, Response, Engagement & Support (CARES) cases, which is an alternative child protection response to reports made to the SCR that do not require an investigation.
 - Provide that if a case is on the CARES track, school personnel may only share education records with ACS and/or provide ACS access to the child with parent consent.

Section IV. Policies and Procedures for Communicating Concerns Regarding Students with Child Welfare Involvement

- Clarify Tiered Response Protocol, emphasizing that it is a safety protocol and not a method to address poor attendance.
- Provide that information received about students entering or being discharged from foster care must be entered into OASIS.
- Provide that mandatory escalation of concerns to ACS is required when a parent provides an inadequate explanation for an absence that raises immediate concern about the student's safety.
- Provide that assigned school staff should contact NYCPS Foster Care Office for support.
- Emphasize that poor attendance alone, without other reasonable suspicion of child abuse or maltreatment, does not require a call to the SCR.

Section V. Legal Issues for Reporters

- Update guidance on subpoenas, including points of contact for legal support.
- Clarifies eligibility for representation and indemnification pursuant to General Municipal Law § 50-k.

Section VII. Staff Training and Parent and Student Education

- Provide that training for school staff must include resources available for families.
- Add phone number for ACS Support Line.
- Require, in accordance with State law, that students in grades K-8 shall receive age-appropriate instruction designed to prevent child exploitation and sexual abuse.
- Provide that educational resources are available on Infohub and describe the types of information available.

Section VIII. Obligation to Report Misconduct by NYCPS Employees

- Provide that any report to the Special Commissioner of Investigation should not contain any student's personally identifiable information, per Chancellor's Regulation A-820.

Section IX. Notification

- Require that each school post ACS contact information.



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ABSTRACT

This regulation updates and supersedes Chancellor’s Regulation A-750 dated September 28, 2017.

Pursuant to New York State Social Services Law, school officials are mandated reporters and are required to report suspected child abuse or maltreatment when, in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. This regulation outlines when New York City Public Schools (NYCPS) personnel are legally obligated to make such reports. It also discusses how and when to connect a family with community-based supports. It further outlines the obligations of NYCPS personnel to cooperate with investigations conducted by the New York City

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Administration for Children's Services (ACS), and to escalate concerns for students with child welfare involvement and inadequately explained absences.

This regulation also responds to State law requirements that public schools provide instruction in the prevention of child sexual abuse and exploitation to students in kindergarten through eighth grade.

INTRODUCTION

A child is considered abused or maltreated if the child is less than 18 years old and a parent, guardian, custodian, or person regularly residing in the home, or any other person legally responsible for the child's care creates substantial risk of harm or fails to exercise a minimum degree of care to protect the child. NYCPS school personnel, as reporters, are required to immediately report reasonable suspicions of child abuse and child maltreatment to the Statewide Central Register of Child Abuse and Maltreatment (SCR).

For concerns about suspected criminal activity other than child abuse or child maltreatment as defined in this regulation, as well as concerns about misconduct by a NYCPS employee or others connected with NYCPS school programs or services, refer to [Chancellor's Regulation A-412](#).

If at any time there is an imminent threat of danger to a child's health or safety or a child requires immediate medical attention, 911 must be contacted immediately. See [Chancellor's Regulation A-412](#).

I. DEFINITIONS

Below are definitions of terms used throughout this regulation.

PARENT

The term parent, as used in this regulation, means a child's parent, guardian, or other person in any parental or custodial relationship to the parent, or any individual designated by the parent to act in loco parentis, or as otherwise set forth in [Chancellor's Regulation A-101](#).

PERSON LEGALLY RESPONSIBLE

A person legally responsible (PLR) includes a child's guardian, custodian, or any person legally responsible for a child's care at the relevant time. A custodian may include any person over age 18 continually or at regular intervals found in the same household as the child. For purposes of this regulation, PLRs include employees of a NYCPS LYFE Center and employees of a New York City Early Education Center (NYCEEC).

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CHILD ABUSE

A child less than 18 years of age is subject to child abuse if the child's parent or other PLR: (i) inflicts or allows to be inflicted upon the child serious physical injury by other than accidental means, (ii) creates or allows to be created a substantial risk of serious physical injury by other than accidental means, or (iii) commits or allows to be committed an act of sex abuse against the child.

CHILD MALTREATMENT

Child maltreatment (including neglect) refers to the inadequate care of a child less than 18 years of age from those responsible for the child's care. Child maltreatment/neglect occurs when a parent or other PLR:

1. harms a child or places the child in imminent danger of harm by failing to exercise a minimum degree of care by:
 - a. failing to supply the child with adequate food, clothing, shelter, education ("educational neglect"), and/or medical care when financially able to do so or after having been offered financial or other reasonable means to do so, or, in the case of alleged educational neglect, notwithstanding the efforts of the school district or local educational agency and child protective agency to ameliorate such alleged failure; or
 - b. failing to provide proper supervision for the child by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including by (a) misusing drugs or alcohol such that it interferes with their ability to adequately supervise the child, (b) inflicting excessive corporal punishment, or (c) any other acts of a similarly serious nature requiring the aid of the Family Court; or
2. abandons a child.

REASONABLE CAUSE

Reasonable cause to suspect child abuse or maltreatment means that, based on factual observations, professional training and experience, the reporter believes that a parent or other PLR is responsible for harming a child or placing a child in imminent danger of harm.

SUBJECT OF REPORT

The subject of the report is the person against whom an allegation of child abuse or maltreatment is made to the SCR.

II. PROCEDURES FOR REPORTING TO THE NEW YORK STATEWIDE CENTRAL REGISTER

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OF CHILD ABUSE AND MALTREATMENT

A. Who Is Obligated to Make a Report of Suspected Child Abuse and/or Maltreatment

1. Under circumstances where a child comes before them in a professional or official capacity, the following staff are considered mandated reporters: NYCPS school officials, including teachers, guidance counselors, school psychologists, social workers, nurses, administrators or other personnel required to hold a teaching or administrative license or certificate, and sports coaches are mandated reporters in accordance with the Social Services Law.
2. School aides, related services providers, and school staff that interact with parents, such as parent coordinators, who do not meet the definition set forth above, are, by NYCPS policy, reporters when they are working in schools and/or interacting with students in a professional capacity.
3. In addition, other personnel working in schools, including custodial staff and school food personnel, are non-mandated reporters but are encouraged to report when they have reasonable cause to suspect child abuse or maltreatment. For purposes of this regulation, all actions and discussions concerning mandated reporters also apply to non-mandated reporters, except to the extent that reporting is not mandated. If, however, a non-mandated reporter chooses to report, they must comply with the provisions of this regulation.

B. Determining Reasonable Cause

1. In determining whether there is reasonable cause to warrant reporting to the SCR, reporters should rely on critical thinking and objective facts. The definitions in Section I above are intended to help NYCPS staff understand when they are legally obligated to make a report. The reporter is not required to be certain of abuse or maltreatment or to interview or otherwise inspect the child before making a report. However, it is permissible to ask questions to clarify the information provided or observed in order to determine whether there is reasonable cause to suspect child abuse or maltreatment.
2. New York State and NYCPS recognize that a reporter's determination of whether reasonable cause exists can be influenced by biases (implicit or explicit), personal beliefs, values, and experience. It is important for reporters to understand that:
 - a. Their personal biases should not affect their judgment;
 - b. Cultural differences should be considered;
 - c. Poverty alone is not a basis to make a report;
 - d. Poor school attendance alone is not a basis to make a report (see Section II.C).

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3. In a reporter's professional role, they are likely to encounter families in need of help or in crisis who do not meet the legal threshold for a report to the SCR, but who would benefit from supports and services. These families should be connected with available and appropriate community services. Family support services do not require that a family has a child protective case and may be accessed without a call to the SCR. For more information about how to access a wide range of services available for families, refer to the [NYCPS Reporting Child Abuse website](#).

C. Reporting Suspicions of Maltreatment Based on Educational Neglect

1. Poor school attendance, in and of itself, is not a reasonable cause to suspect maltreatment. A report of suspected educational neglect should be called in to the SCR only if the child has been impaired or is at imminent risk of impairment due to absenteeism. School personnel should first try working with the student, family, and community agencies to identify needs and resources available to meet those needs.
2. All of the following elements must be present to warrant a call to the SCR for educational neglect:
 - a. The child must be of compulsory school age and currently living in NYC;
 - b. The child must be excessively absent without valid reason or excuse;
 - c. The child's education must be impaired due to the excessive absenteeism (or the child has an individualized education plan (IEP) and has missed necessary services due to excessive absenteeism);
 - d. The parent or other PLR has been made aware of the excessive absenteeism and impairment by means beyond simply sending a note home or leaving a voicemail message;
 - e. School officials have made efforts to engage the child and parent or other PLR to address the attendance issues (see [Chancellor's Regulation A-210](#) for examples); and
 - f. The parent or other PLR has not taken any action to rectify the situation.
3. [Chancellor's Regulation A-210](#) (Standards for Attendance Programs) sets forth the requirements for when and how Form 407 attendance investigations must be conducted for students who remain absent. A report of educational neglect must be filed when all of the conditions for reporting educational neglect are met as forth set in Section II.C, whether or not a Form 407 investigation was conducted.

D. Making a Report

1. When a child less than 18 years of age comes before a reporter in their official or

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professional school-related capacity and the reporter has reasonable cause to suspect that the child has been abused or maltreated by the parent or other PLR, the reporter is required to immediately report the suspicion to the SCR by calling 1-800-635-1522.

2. When the parent or other PLR comes before a reporter in their professional or official capacity and states from personal knowledge facts, conditions or circumstances which, if correct, would render a child less than 18 years of age an abused or maltreated child, the reporter is required to immediately report the suspicions to the SCR as set forth in Section II.D.1.
3. The reporter must provide the SCR with their own contact information as well as the name, title and contact information for every NYCPS personnel who is believed to have direct knowledge of the allegations in the report, to the extent the reporter has this information. The reporter must provide information about the alleged child abuse or maltreatment and must advise whether the child is receiving special education services and the nature of the disability, to the extent the reporter has such knowledge.
4. Requirements for making reports of suspected maltreatment based on educational neglect are set forth in Section II.C. Procedures pertaining to investigating the circumstances surrounding a student's absence to determine the cause are set forth in [Chancellor's Regulation A-210](#) (Standards for Attendance Programs).
5. The reporter must ask the SCR for the "Call I.D." number. The "Call I.D." number must be retained and used by the reporter and school officials to complete the OCFS LDSS-2221A written report and the NYCPS Online Occurrence Reporting System (OORS) report. (See Sections II.D.8 and X). If the reporter wishes to receive a Summary of Findings letter once available, they must provide an email address to the SCR.
6. After making the report to the SCR, the reporter must immediately (and no later than by the end of the school day), notify the principal/designee and provide them with the "Call I.D." number. As used in this regulation, "principal" also refers to the Director of an early childhood education program administered by NYCPS. For schools and early childhood programs in NYCPS buildings, the principal's designee must be a member of the Child Abuse and Maltreatment Prevention and Intervention Team (see Section VI). The principal's responsibilities in connection with this regulation are further set forth below. If the principal chooses to delegate these responsibilities to a designee, the principal must re-appoint their designee on an annual basis.
7. If the reporter has reasonable cause to suspect child abuse or maltreatment and

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has direct knowledge that a report has already been made to the SCR by another reporter in the school based on the same facts, conditions or circumstances, they shall immediately consult with the principal/designee. If the principal/designee confirms that another report has been made and was accepted, they must immediately provide the "Call I.D." number to the reporter. If the principal/designee does not confirm that another report has been made and accepted, or if the principal/designee does not provide the reporter with the "Call I.D." number, the reporter must immediately call in the report to the SCR and follow the procedures set forth above.

8. The reporter and/or principal/designee must also prepare a written report using the LDSS-2221A form within 48 hours after making the oral report to the SCR. This written report must include: (a) the name, title and contact information, including email address, for every staff person who is believed to have direct knowledge of the allegation(s) in the report; (b) where the report of abuse or maltreatment concerns a child with a disability, a description of the child's disability and the medical or related services being provided by the school; and c) the "Call I.D." number provided by the SCR. The reporter must provide the information that sets forth the basis for the call indicating the allegations made against the parent or other PLR. The reporter may also request a copy of the finding after investigation by checking the "Yes" box on the form where it says "the Reporter Requests Finding of Investigation." Copies of the form may be obtained on the [NYCPS Reporting Child Abuse website](#).
The LDSS-2221A written report must be emailed to the local ACS office in the borough where the alleged subject of the report lives, the principal, and the Superintendent's designee. Contact information for ACS Borough Offices and the Superintendent's designee can be found on InfoHub.
9. The school must keep a copy of all LDSS-2221A written reports in a file labeled "Reports of Suspected Child Abuse" and store the file in a secure place accessible only to the principal/designee. A copy of the report must also be sent to the Student Services Manager in the Superintendent's Office, who must similarly store such reports (the responsibilities of the Student Services Manager regarding child abuse prevention and intervention are set forth in Section VI.B.).
10. If the reporter receives additional information regarding an allegation of child abuse or maltreatment that was previously reported, the reporter must call SCR within 24 hours of receiving the additional information, state that they have additional information about a report that was previously made and provide any new information regarding the name, title and contact information for any additional staff person who has direct knowledge of the allegation. If the

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additional information does not include new allegations, a new LDSS-2221A written report is not required. After calling the SCR to report additional information, the reporter must report to the principal/designee the fact that the additional call was made and update the LDSS-2221A written report that was previously submitted to include the additional information and submit the updated report as set forth in Section II.D.8.

11. If the reporter has reasonable suspicion of abuse or maltreatment regarding the same child that stem from different facts, conditions or circumstances than those that prompted the previous report regarding such child, those reasonable suspicions must be reported to the SCR and a new LDSS-2221A written report must be prepared and submitted in accordance with Section II.D.8.

ACS Contact Information

LDSS-2221A written reports can be emailed to the email addresses below:

Bronx: dcp.bronxldss-2221a@acs.nyc.gov

Brooklyn: dcp.brooklynldss-2221a@acs.nyc.gov

Manhattan: dcp.manhattanldss-2221a@acs.nyc.gov

Queens: dcp.queensldss-2221a@acs.nyc.gov

Staten Island: dcp.statenislandldss-2221a@acs.nyc.gov

Office of Special Investigations (OSI)¹: OSI-appl@acs.nyc.gov

12. NYCPS personnel must make a report to the New York State Justice Center's Vulnerable Persons Central Register (VPCR) at (855) 373-2122, rather than the SCR, whenever they have reasonable cause to suspect abuse or maltreatment of individuals with special needs of any age by a staff member in a residential placement.
13. Reports made by reporters to the SCR are confidential, but they may not be made anonymously. Reporters must provide their names and contact information, including a method by which ACS can contact them outside of school hours, to the SCR. ACS staff are prohibited from releasing the name of the reporter or disclosing the reporter's school affiliation to the parent, subject of the report, or family during an investigation. In addition, NYCPS personnel are prohibited from disclosing the name of the reporter or confirming that the

¹ For students in foster care

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school made the report to the parent, subject of the report, family, or any individual not authorized to receive this information under the Social Services Law. The Social Services Law provides that the identity of the reporting person may only be given to ACS, a court, grand jury, district attorney, police or other agency specifically allowed such access.²

Reporters are required to refrain from discussing among school staff that they have made a report, other than in conformity with the provisions of this regulation or applicable law.

If a reporter has reason to suspect that their information was released by a NYCPD staff member to any party not legally authorized to receive this information, a report must be immediately made to the Office of Legal Services at 212-374-6888. If school personnel believe that ACS staff disclosed a reporter's identity or school affiliation to the subject of the report or a parent or other family member, this concern shall be reported to the ACS Office of Safety First at 718-543-7233.

14. NYCPD personnel who suspect that a student is experiencing, or is at risk of experiencing, human trafficking must follow procedures set forth in the Human Trafficking School Safety Protocol.

E. Procedures for Cases of Imminent Danger to a Child

1. If at any time there is reason to believe that there is an imminent danger to a child's health or safety or a child requires immediate medical attention, 911 must be called. See [Chancellor's Regulation A-412](#).
2. If there has been no contact with ACS on the school day on which a report of suspected child abuse or maltreatment was made to the SCR and it is believed that the child's life, health or safety is in imminent danger if the child returns home, the principal/designee must notify the Student Services Manager in the Superintendent's Office and notify the SSA/NYPD for emergency police assistance. If ACS is on the way to the school and will arrive after dismissal, the principal/designee must immediately alert the SSA/NYPD and a staff member must remain with the child until ACS arrives.

F. Policy for Photographing Injuries When Child Abuse or Maltreatment Is Suspected

1. In connection with reports of suspected child abuse or maltreatment, it is the policy of NYCPD that photographs shall be taken of any visible signs of trauma, as set forth below.
 - a. Photographs may only be taken by someone who has completed the

² If there are court proceedings, the identity of the reporter may become known to the parent.

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appropriate New York City training. At a minimum, in each school, the school nurse and Designated Liaison (the staff member appointed by the principal to serve as a liaison on child abuse and maltreatment matters to the Student Services Manager in the Superintendent's Office in accordance with Section VI.A.2) must complete this training. At least two staff members must be trained per school. If a school nurse is not assigned to the building, the principal must identify an alternate staff member to be trained; additional staff may also complete this training.

2. Notification to Principal/Designee and Reporting to the SCR
 - a. When a reporter observes visible signs of trauma and has reasonable cause to suspect child abuse or maltreatment, the reporter shall: (a) for the purpose of causing photographs to be taken, immediately notify the principal/designee of the suspected child abuse or maltreatment and the visible signs of trauma; and (b) immediately thereafter make an oral report to the SCR, in accordance with the procedures in Section II.D and immediately (no later than the end of the school day) provide the principal/designee with the "Call ID" number, in accordance with Section II.D.6.
 - b. When the principal/designee is advised of the suspected child abuse or maltreatment and the visible signs of trauma, the principal/designee shall immediately direct the nurse or the Designated Liaison or another trained staff member to take photographs of the visible injuries, in accordance with the procedures described below.
 - c. The trained individual taking the photograph must ask the principal/designee to confirm that a report has been made to SCR. If the principal/designee confirms that the report has been made, they must immediately provide the "Call I.D." number to the person who took the photograph. If the principal/designee does not confirm that the report has been made, the individual who took the photograph must immediately call in the report to the SCR and follow the procedures set forth in Section II.D.
 - d. The principal/designee shall immediately, but no later than 24 hours after the photographs were taken, advise the Designated Liaison if the Designated Liaison was not responsible for taking the photographs, that photographs were taken.
 - e. The reporter must submit the written LDSS-2221A report within 48 hours of making the oral report to the SCR, in accordance with the procedures set forth in Section II.D.8. The reporter must check the "Photographs"

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box on the form where it says "Actions Taken or About to be Taken."

3. Taking of Photographs

- a. Photographs must be taken by a trained staff person in a private setting in a way that best serves the interest and privacy of the child. Where feasible and appropriate, the student should be taken to the nurse's office or the school's medical room in order for photographs to be taken.
- b. Photographs must be taken with a City-owned device issued to a school or school administrator and may not be taken with a personally owned device.
- c. No photographs may be taken, and no examination may be conducted of a child's genital, perineal or breast areas.

4. Transmitting Photographs of the Child's Injury/Injuries to ACS

- a. After the photographs have been taken, the device containing the photograph must immediately be given to the Designated Liaison.
- b. The Designated Liaison must obtain the following information: the SCR "Call I.D." number; the name of the student; the student's OSIS number; and the date when the LDSS-2221A written report was submitted.
- c. At the time the written LDSS-2221A report is submitted, or as soon as possible thereafter, the Designated Liaison must send an encrypted email with the photographs attached to the borough-specific designated ACS email inbox indicated below from a City-owned device in accordance with procedures developed by NYCPS. The email must contain: the SCR "Call I.D." number; the student's name; the student's OSIS number; the number of photos attached; the sender's name; and the school name and DBN.

Bronx: DOEPhotosBronx@acs.nyc.gov

Brooklyn: DOEPhotosBrooklyn@acs.nyc.gov

Manhattan: DOEPhotosManhattan@acs.nyc.gov

Queens: DOEPhotosQueens@acs.nyc.gov

Staten Island: DOEPhotosStatenIsland@acs.nyc.gov

5. Retaining and Storing of Photographs

- a. The Designated Liaison must print a copy of the photograph. The photograph must be stored together with the LDSS-2221A written report in a secure place accessible only to the principal/designee, as set forth in Section II.D.9. The report and the photograph are confidential documents

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and may not be released to the subject of the report, parent, or family and may only be released to those authorized to receive such information in accordance with the Social Services Law, as set forth in Section II.D.13.

- b. After the photograph has been transmitted to ACS and a copy of the photograph has been made, the Designated Liaison must save the confirmation of receipt email from ACS, delete the photograph from the City-owned device, and delete the email and attached photograph that had been transmitted to ACS.
6. Procedures for Photographs if the SCR Declines a Report of Suspected Child Abuse or Maltreatment
 - a. School staff should make best efforts to report suspected child abuse or maltreatment prior to taking photographs. In the event that photographs are taken and the SCR declines the report of suspected child abuse or maltreatment, the principal/designee must notify the Designated Liaison that the report was declined.
 - b. The Designated Liaison shall immediately delete the photographs from the City-owned device. No copies of such photographs shall be made or retained.

G. Procedures if SCR Declines a Report and/or Refers a Report to Police

1. If an SCR operator declines to accept a report, the reporter may request that a SCR supervisor review the report. If a report is not accepted, the reporter must obtain the name of the SCR operator and/or supervisor who was on the telephone call and advise the principal/designee of the fact that a report was made and not accepted. An OORS report should be created documenting this information.
2. In certain cases, the SCR will make a Law Enforcement Referral (LER) and refer a report of child abuse or maltreatment to NYPD for investigation. School officials must cooperate with the police investigation and the district attorney's office. If the SCR makes a LER, there is no need for the school to make an additional report to law enforcement.
3. Where NYPD wishes to question a student about an allegation of suspected child abuse or maltreatment against the parent, the principal must permit the questioning to take place and must not contact the student's parent. Where the police wish to question a student about a child abuse allegation against a person continually or regularly found in the same household, the principal, in consultation with the NYPD, shall determine whether the questioning should

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take place without contacting the student's parent. In either case, the principal, or a person with whom the child is comfortable, must be present during the interview, unless the child requests otherwise.

4. A child's student records may be released to the police or district attorney in accordance with the health and safety emergency exception set forth in the Family Educational Rights and Privacy Act. If the police or district attorney informs the school that they are investigating an allegation of child abuse or maltreatment, school officials may contact their Senior Field Counsel for advice before releasing any records to the police or district attorney, but release of such records shall not be unreasonably delayed.
5. The procedures set forth in [Chancellor's Regulation A-412](#) (Security in the Schools) must be followed: (a) when NYPD wishes to question a student about an allegation of a crime other than child abuse or maltreatment, and (b) when NYPD seeks access to a child's student records in connection with a crime other than child abuse or maltreatment.

III. PROCEDURES FOR COOPERATING WITH ACS RESPONSES TO REPORTS OF SUSPECTED CHILD ABUSE OR MALTREATMENT

A. ACS Initial Investigations

1. ACS conducts initial child protective investigations when the SCR transmits a report to a local ACS office that requires an investigative response. The ACS Child Protective Specialist (CPS worker) assigned to the case will interview the reporter and anyone in the school with direct knowledge of the basis of the report.
2. All school personnel are legally obligated to cooperate with child protective investigations of suspected child abuse or maltreatment and to cooperate with the assigned CPS worker, whether or not the allegations are reported by school personnel.
3. The following procedures must be followed by school officials when a CPS worker wishes to conduct a child protective assessment on school grounds of suspected child abuse or maltreatment:
 - a. The principal/designee must be notified.
 - b. Whenever a CPS worker is investigating a report, the worker's credentials must first be verified by asking to see their photo I.D. card. School officials shall not make photocopies of the CPS worker's photo I.D. card. Whenever a CPS worker communicates with school personnel by phone, school officials must verify the caller's credentials by asking the caller to send an email from their ACS email address or a fax on ACS letterhead.
 - c. Once the credentials have been verified, the CPS worker may be provided

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with access in accordance with the health and safety emergency exception set forth in the Family Educational Rights and Privacy Act, to all student records relating to the child who is named in the report and their sibling(s) if they attend the same school, including IEPs and evaluations as applicable. Schools should contact their Senior Field Counsel for advice before providing access to or copies of such records, but release of such records shall not be unreasonably delayed. The school shall provide records requested by the CPS worker electronically (i.e., by email or fax) or by providing physical copies of such records.

- d. Once the credentials have been verified, the CPS worker must be permitted to conduct interviews to gather information relating to the child protective investigation and assessment. If requested by the CPS worker or the child, a member of the school staff familiar to the child may be present to observe any interview with the child. School personnel present at such an interview are bound to maintain confidentiality and may be subpoenaed to testify in court.
- e. Where a CPS worker wishes to question a student about an allegation of suspected child abuse or maltreatment against the student's parent, the school must not contact the student's parent. Where the allegation of suspected child abuse or maltreatment is against a PLR who is not the parent, the principal, in consultation with ACS, shall determine whether to contact the student's parent.
- f. In conducting their investigations, CPS workers may ask a child to remove their outer garments if, in their professional opinion, such removal is necessary to determine the nature and extent of abuse or maltreatment. Under no circumstances are a child's outer garments to be removed by a CPS worker unless there is a second CPS worker, school official or school nurse present. If a child's undergarments need to be removed to conduct an examination, the child must be taken to a hospital or, in accordance with the procedures set forth in Section III.B, to a Child Advocacy Center for such an examination.
- g. In conducting their investigation, the CPS worker must be permitted to interview and assess, on school property, children who are the subject of a report of suspected abuse or maltreatment and their siblings, regardless of whether the siblings attend the same school, as set forth above.

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B. Transfer of Students to Child Advocacy Centers/Child Protective Centers for Multidisciplinary Team Investigations or other Child Protective Services Removals

Depending upon the individual circumstances, a response to an allegation of suspected child abuse or maltreatment may result in a student being removed from school for appropriate follow-up action and/or additional assessment. This may occur either when: (a) ACS or NYPD removes a student to place them into protective custody; or (b) the student is transported to a Child Advocacy Center (CAC) or Child Protective Center (CPC) for a Multidisciplinary Team (MDT) investigation in a child-friendly setting. The following sets forth the procedures that schools must follow in such situations:

1. Students taken into protective custody

In certain situations, ACS or NYPD may remove a student from school and place them into protective custody in order to protect the child's safety.

2. Transfer of students to CACs/CPCs

In cases involving allegations of physical abuse, sexual abuse and/or severe maltreatment, a student may be taken to a CAC/CPC for an MDT investigation by a member of the MDT. The MDT is composed of personnel from ACS, NYPD, the District Attorneys' Office, social workers, and child abuse pediatricians, who work together in order to accomplish the following objectives:

- a. ensure that evidence is gathered in a timely, effective, and coordinated manner;
 - b. minimize trauma to the child during the investigation process by reducing the need for repetitive interviews and conducting joint interviews of child victims in child-friendly surroundings, whenever possible;
 - c. provide access to timely medical examinations and treatment performed by qualified medical professionals for victims of child abuse or maltreatment whenever possible; and
 - d. provide access to crisis intervention, victim advocacy and mental health services for child victims and non-offending caregivers.
- ### **3. Principals/designees must adhere to the following procedures when CPS workers seek to take a student into protective custody or when one or more members of an MDT seek to take a student to a CAC/CPC:**
- a. The school must permit CPS workers to take a student into protective custody upon their presentation of a court order or a DCP-048 form (a written statement from ACS which indicates that emergency

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circumstances exist that pose an immediate threat of harm to the child). The DCP-048 form must be signed by the caseworker or supervisor. If the CPS worker fails to present a court order or a DCP-048 form, the principal/designee must confirm with the CPS worker's supervisor that ACS has determined that the student must be placed into protective custody. The principal/designee should contact Senior Field Counsel for support in this process.

- b. The school must permit a member of the MDT to take a student to a CAC/CPC upon presentation of the CAC/CPC MDT Release Form. The release form must be signed by the appropriate MDT member. The release form is available on the [NYCPS Reporting Child Abuse website](#). The school must verify the CPS worker's or MDT member's credentials by asking to see their photo I.D. card. However, no school official is authorized to make photocopies of the CPS worker's or MDT member's photo I.D. card.
- c. The school must immediately notify the Student Services Manager in the Superintendent's Office whenever a student is removed and placed in protective custody or taken to a CAC/CPC. The Student Services Manager must maintain a record of all such removals.
- d. The school must maintain a copy of the court order, the DCP-048 form, or the CAC/CPC MDT release form in a secure location in the school.
- e. When the student is being taken for a CAC/CPC interview, a member of the school staff may follow the child and MDT member to the indicated destination if the child appears uncomfortable leaving with the MDT member or upon the request of the child or MDT member. However, no school official is authorized to be present in the actual interview room during the investigation, nor shall they observe the interview.
- f. In situations where an MDT member transports a student to a CAC/CPC, the MDT member will notify the parent, and provide the parent with contact information.
In the event the parent contacts the school, the school shall advise the parent that the student has been taken to a CAC/CPC and shall provide the parent with contact information.
- g. NYCPS staff are not responsible for transporting a student for further evaluation. MDT members shall be responsible for transporting the child to the CAC/CPC and for returning the child to the school, home or other appropriate destination.
- h. Schools must record all removals and placements of students in

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protective custody and/or transports to CACs/CPCs for MDT investigations in OORS.

C. Differential Response Cases (Collaborative Assessment, Response, Engagement and Support (CARES))

After completing an initial review in response to a report, ACS may, with the family's consent, move the case to a differential response track instead of investigation. Collaborative Assessment, Response, Engagement & Support (CARES) is an alternative child protection response to reports made to the SCR, sanctioned and governed by state law. In response to reports where there is no immediate or impending danger to the child and there are no allegations of serious child abuse, CARES partners with families to assess child safety and family needs, encourages families to develop their own solutions to their challenges, and identifies supportive resources to help care for and protect their children. The CARES track does not require an investigation or a determination that a parent or other PLR may have abused or neglected a child.

1. For reports assigned to the CARES track, ACS will assess whether the child is safe in their home within seven days. If there is a concern for the child's safety during this assessment or at any time during the CARES response, the case can be re-tracked as a child protective investigation.
2. If a case is on the CARES track, school personnel may only share education records with ACS and/or provide ACS access to the child with parent consent.

IV. POLICIES AND PROCEDURES FOR COMMUNICATING CONCERNS REGARDING STUDENTS WITH CHILD WELFARE INVOLVEMENT (Tiered Response Protocol)

A. Tiered Response Protocol

The Tiered Response Protocol is a coordinated effort to monitor the safety of students with child welfare involvement. It is not a method to address poor attendance. For strategies to engage students who are chronically absent or at risk of becoming chronically absent, see <https://schools.nyc.gov/school-life/school-environment/attendance>.

For purposes of this regulation, NYCPS students (i) in foster care, (ii) under Court-Order Supervision, and (iii) named in a SCR report that is currently under investigation by ACS or that was substantiated after investigation by ACS in the current or prior school year are referred to as "students with child welfare involvement." Students with child welfare involvement fall into three tiers, as

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defined below in Section IV.B. The inadequately explained absence of a student with child welfare involvement may indicate that the safety of such student is at risk or that a family needs support with challenges that are making it difficult to get the child to school.

1. Schools must closely monitor the attendance of students with child welfare involvement. In addition to implementing the attendance-related requirements set forth in [Chancellor's Regulation A-210](#), when reviewing the attendance of their students with child welfare involvement, schools must take the follow-up actions regarding parent outreach, escalating concerns to ACS, and OORS reporting required by this regulation.
2. An "adequately explained absence," as that term is used in this regulation, is an explanation for an absence that is determined to be satisfactory by the principal in consultation with the staff member conducting outreach, in that it: (a) does not cause the school's principal/designee to question the reasons provided for the absence; and (b) does not raise concerns about the child's safety. An adequately explained absence does not have to constitute an excused absence according to the school's attendance policies.

B. Identifying Students with Child Welfare Involvement

Schools must take the following steps to identify the students for whom the Tiered Response Protocol applies.

1. Each month, using existing data matches between ACS and NYCPS, NYCPS will generate and securely store a list of students with child welfare involvement reflected in the OASIS data system. The Student Services Manager in the Superintendent's Office is responsible for ensuring that schools receive and review lists of students with child welfare involvement in their schools. Schools must update these lists when they have additional information.
 - a. As students enter or are discharged from foster care, the agency will send a letter of notification to the school. This information must immediately be entered into OASIS and will also serve as an updated list of students in foster care.
2. Students with child welfare involvement for purposes of this regulation fall into Tier I, II, or III, as defined below.
 - a. Tier I

Tier I includes students for whom all of the following conditions are present:

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- i. The child is in elementary or middle school (pre-kindergarten through 8th grade); and
- ii. The child is named in a SCR report that is under current ACS investigation, or the child's family is under Court-Ordered Supervision.

b. Tier II

Tier II includes students for whom all of the following conditions are present:

- i. The child is in elementary school or middle school (pre-kindergarten through 8th grade); and
- ii. The child was named in an SCR report that was substantiated after investigation by ACS in the current or prior school year.

c. Tier III

Tier III includes students for whom all of the following conditions are present:

- i. The child is in elementary or middle school (pre-kindergarten through 8th grade); and
- ii. The child is currently in foster care (including trial discharge).

C. Review and Assessment

Schools must take the following steps to monitor the attendance of students with child welfare involvement in order to ensure they meet the needs of families and students:

1. The principal/designee must assign individual students with child welfare involvement to a school staff person to monitor needs by checking attendance daily, personalizing daily absence calls, and building familiarity with the student and their academic history. This person must also make regular inquiries of classroom teachers and of the school health office and update the records in ILOG or a successor system (collectively "ILOG") of these students with pertinent information about issues that arise.
2. The principal/designee must ensure that the school staff who are responsible for monitoring these students' attendance and following up with families regarding absences (a) have access to the school's list of students with child welfare involvement, (b) are aware of and using relevant indicators in Automate the Schools (ATS), OASIS, or any successor student information system, to identify

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pre-kindergarten through 8th grade students with child welfare involvement, and (c) are familiar with the procedures in this regulation.

3. The principal/designee must ensure that the school's assigned designee, Attendance Coordinator, and/or school staff who are responsible for monitoring these students' attendance have access to information reflecting their daily attendance status.
4. On each day of absence of a student with child welfare involvement, the assigned school staff person must conduct same-day outreach and notify the principal/designee of the results of the outreach including if parent contact was not made. If parent contact is made and a reason is provided by the parent, the principal/designee in consultation with the assigned school staff person must determine whether the reason supplied by the parent is adequate as defined in IV.A.2 above.
5. The assigned school staff person must record the following in ILOG for each day of absence: (a) if the parent is reached, the reason provided by the parent for the absence and the principal's determination regarding the adequacy of the explanation; or (b) if the parent cannot be reached, the attempted outreach and the inability to make contact. Absences must be escalated to ACS under the circumstances set forth below in Section IV.D.
6. On a weekly basis, the principal/designee must track the YTD rate of attendance and the total days of absence and lateness of students with child welfare involvement, either at the regular school Attendance Team meeting, the principal's cabinet meeting or other structure set by the school for reviewing weekly YTD attendance reports.

D. Mandatory Escalation of Concerns to ACS or ACS Agency Partner.

1. On the first day of absence of a student in Tier I, if in conducting outreach, the attendance coordinator/principal's designee: (a) is unable to reach the parent; (b) reaches the parent but the parent provides an inadequate explanation for the absence that raises immediate concern about the student's safety as determined by the principal in consultation with the staff member conducting outreach; or (c) reaches the parent and the parent provides no reason to explain the absence (e.g., the parent hangs up the phone or refuses to answer the school's question) the attendance coordinator/principal's designee must:
 - a. Immediately contact the assigned ACS team or ACS Agency Partner to report the student's absence and the results of outreach; and
 - b. Record the school's contacts to ACS in ILOG.

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2. For students in Tier II and Tier III, on the third consecutive day of absence on which the parent cannot be reached and/or for which no explanation or no adequate explanation for the absence is provided, as determined by the principal in consultation with the staff member conducting outreach, the assigned school staff person must:
 - a. Immediately contact the ACS Education Unit at 212-453-9918 or Education.unit@acs.nyc.gov or the appropriate foster care provider agency, as applicable, to report the student's absences and the results of outreach; and
 - b. Record the school's contacts to the applicable ACS Office partner in ILOG.
3. The assigned school staff person should also contact the [NYCPS Foster Care Office](#) for support.

E. Escalation of Concerns to the SCR

If at any point a staff member has reasonable cause to suspect that the child with child welfare involvement has been the subject of child abuse or maltreatment, the staff member must: (a) immediately report the suspicion to the SCR in accordance with Section II.D; and (b) ensure that the appropriate ACS office or foster care provider agency, as applicable, is contacted immediately. If at any time the staff member has reason to believe that there is an imminent threat of danger to the child's health or safety, or a child requires immediate medical attention, the staff member must call 911.

Poor attendance alone, without other reasonable suspicion of child abuse or maltreatment, does not require a call to the SCR. Such attendance issues should be addressed through outreach to the involved ACS team and/or agency provider.

V. LEGAL ISSUES FOR REPORTERS

A. Immunity from Liability

Any school employee participating in good faith in the making of a report, the taking of photographs, the removal or keeping of a child or the disclosure of child protective services information in accordance with other provisions of the Social Services Law and this regulation, will have immunity from any liability, civil or criminal, which might otherwise result by reason of such actions. The good faith of reporters is presumed, provided such persons are acting in the discharge of their duties, within the scope of their employment, and have not engaged in willful misconduct or gross negligence in the making of a report, the taking of photographs,

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the removal or keeping of a child, or the disclosure of child protective service information in accordance with the provisions of the Social Services Law. Knowingly filing a false report exposes the reporter to criminal and civil liability.

B. Liability and Penalties for Failure to Report

The willful and/or knowing failure to report child abuse or maltreatment may result in criminal action or civil liability if the employee had reasonable cause to suspect child abuse or maltreatment. It may also result in disciplinary action against the employee by NYCPS.

C. Prohibition against Retaliatory Action

School and/or other NYCPS officials may not take any retaliatory personnel action against an employee in connection with actions taken to comply with this regulation.

D. Service of Subpoenas upon School Staff

School staff must comply with all lawfully issued subpoenas. In the event a staff member receives a subpoena to appear in court or to provide documents in connection with a child abuse or maltreatment case, they must immediately contact the Student Services Manager in the Superintendent's Office. In addition, for subpoenas to appear, contact Senior Field Counsel. For subpoenas for records, contact DOESubpoenas@schools.nyc.gov.

If the subpoena is from a governmental agency, the staff member shall contact the attorney named on the subpoena and request that they be placed on telephone alert for the pending court appearance. Telephone alert allows the staff member to remain in school until their personal appearance is required. It is recommended that the staff member speak with the government attorney before the staff member's court appearance regarding what to expect from the hearing. The staff member may also request that the attorney arrange for them to wait at the courthouse in a separate private room prior to their testimony.

E. Employee's Entitlement to Request Legal Representation

An employee is entitled to request that the New York City Law Department defend them in any civil action brought against the employee in connection with actions taken to comply with this regulation.

An employee is generally eligible for legal representation and indemnification provided that, at the relevant time period, the employee was acting within the scope of their public employment and in the discharge of their duties, and was not in

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violation of any rule or regulation of NYCPS. Legal representation and indemnification will be provided to good faith reporters who are sued for reporting a suspected case of child abuse or maltreatment.

Note: Reporters with questions or concerns about any report may contact the ACS Office of Safety First at 718-543-7233.

VI. RESPONSIBILITIES OF CHILD ABUSE AND MALTREATMENT PREVENTION AND INTERVENTION TEAMS

A. School Child Abuse and Maltreatment Prevention and Intervention Teams

1. Each school principal must establish a School Child Abuse and Maltreatment Prevention and Intervention Team. In addition to the principal/designee, the school team shall include but is not limited to: an administrator; guidance counselor; UFT representative; parent representative; other pupil personnel services representative(s); and a representative of the School Leadership Team.
2. Each principal shall designate a staff member from the school's Child Abuse and Maltreatment Prevention and Intervention Team to serve as a liaison to the Student Services Manager in the Superintendent's Office (referred to as the Designated Liaison). The Designated Liaison shall assist in facilitating interagency communication and the sharing of information between the school, ACS and foster care agencies and will serve as the point person for concerns related to child abuse, including human trafficking and exploitation.
3. The School Child Abuse and Maltreatment Prevention and Intervention Team shall:
 - a. Develop, implement and update on an annual basis a child abuse and maltreatment prevention and intervention plan, which is part of the school's annual "Consolidated School and Youth Development Plan" that must be submitted by October 31st of every school year. The child abuse and maltreatment prevention and intervention plan must include training for staff and educational programs for parents and students on child abuse and maltreatment prevention. (See Section VII for additional information about training and parent and student education).
 - b. Provide training, resources and guidance on child abuse and maltreatment prevention and intervention to school staff in collaboration with the Student Services Manager in the Superintendent's Office. Teams may use, at the discretion of the principal, faculty conferences and prep time, consistent with contractual requirements, to prepare such resources and guidance and to provide such training.

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- c. Utilize local social service agencies to provide services/training to staff, students and parents on child abuse and maltreatment prevention and intervention. The ACS Education Unit is available to coordinate ACS staff participation in school-based training. Training requests may be sent to education.unit@acs.nyc.gov or made by phone to 212-453-9918.

B. Superintendent Offices

1. The Superintendent shall designate a person, typically the Student Services Manager or successor, who is responsible for supporting schools in responding to child abuse and maltreatment matters. In particular, the designee is responsible for:
 - a. reviewing, evaluating and approving each school's child abuse and maltreatment prevention and intervention plan;
 - b. serving as a liaison with the NYCPS Citywide Coordinator for Child Abuse and Neglect Prevention, the SCR, ACS, and other service providers;
 - c. establishing a working relationship with ACS, community agencies, and other service providers to improve communication and services for school staff, parents and students;
 - d. receiving written reports from principals on all cases reported to the SCR and maintaining close communication with ACS; and
 - e. providing ongoing support and training on child abuse and maltreatment policies and prevention to school administrators, Designated Liaisons, and School Child Abuse and Maltreatment Prevention and Intervention Teams, as set forth in Section VII.
2. The designee is also responsible for ensuring that schools receive and review lists of students with child welfare involvement in their schools and take appropriate action, in accordance with Section IV.C.

VII. STAFF TRAINING AND PARENT AND STUDENT EDUCATION

A. Staff Training

1. On an annual basis, all Designated Liaisons must receive the Designated Liaison Training, which addresses the identification and reporting of suspected child abuse and maltreatment and NYCPS's reporting protocols.
2. All school staff must be provided with training that will enable them to carry out the reporting and other responsibilities set forth in this regulation. Such training must be held by October 31st of each year and must include:
 - a. Signs of child abuse and maltreatment;
 - b. The requirements of this regulation, including when a report of child abuse or maltreatment must be made, how to make a report, and how to

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- cooperate with ACS investigations;
 - c. Techniques for managing and working with students and parents before, during, and after reporting incidents of child abuse or maltreatment; and
 - d. Legal aspects and implications relating to reporting child abuse and maltreatment, including but not limited to confidentiality requirements and the consequences of failure to make a report; and
 - e. Resources available for families.
3. Designated Liaisons and school nurses must be provided with training on the photographing of visible signs of injury in connection with reports of suspected child abuse or maltreatment. If a school nurse is not assigned to the school building, the alternate staff member identified by the principal to take photographs, and any additional staff designated for such purpose as set forth in Section II.F.1 must be provided with such training.

B. Parent Participation

1. All schools must develop and provide parents with education programs on child abuse and maltreatment. Such programs should address the law relating to child abuse and maltreatment, including the school's role in child abuse and maltreatment prevention and intervention and the school's obligation to report suspected cases of abuse or maltreatment. The programs may also include the establishment of school-parent support groups and activities to develop parenting skills.
2. Parent education activities should be presented positively and focus primarily on what the school is prepared to do to protect children and help families.
3. Resources in the school and in the community should be used to offer both direct and indirect support to parents and students. A referral to the ACS Support Line (212) 676-7667 is available for interested parents. Therapeutic and Concrete services are available through community providers without a call to the SCR. For more information, schools should refer to the NYCPS-ACS Joint Policy on Educational Neglect Reporting, available on the [NYCPS Reporting Child Abuse website](#).

C. Student Education

1. Schools must provide all students with the following information, which may be included in existing health and safety programs:
 - a. Age-appropriate information and activities for students about child abuse and maltreatment, sexual abuse, and assault; and
 - b. Age-appropriate information about prevention strategies and developing personal safety skills.

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2. All students in grades K-8 shall receive age-appropriate instruction designed to prevent child exploitation and sexual abuse.
3. Educational resources are available on Infohub. Resources include information on educating and helping students and parents understand how to seek assistance and intervention if they or someone they know is abused or maltreated (including situations of child abuse and maltreatment, abduction, domestic violence, discipline, and dating violence).

VIII. OBLIGATION TO REPORT MISCONDUCT BY NYCPS EMPLOYEES

Every NYCPS employee or officer has an affirmative obligation to immediately report to the Special Commissioner of Investigation for the New York City School District any information concerning sexual abuse and/or misconduct involving students committed by NYCPS employees or others connected with school programs or services, whether on or off school premises. The knowing failure of a NYCPS employee or officer to report said misconduct is cause for removal from office or employment. Information about ongoing investigations is confidential. Any report to the Special Commissioner of Investigation should not contain any student's personally identifiable information per [Chancellor's Regulation A-820](#).

The Special Commissioner of Investigation may be contacted at:

212-510-1400

80 Maiden Lane - 20th Floor

New York, NY 10038

<http://nycsci.org/>

IX. NOTIFICATION

- A. Each school must prominently post a copy of the "Highlights of Chancellor's Regulation A-750." A copy may be obtained from the [NYCPS Reporting Child Abuse website](#).
- B. Each principal must provide all staff, including pedagogical and non-pedagogical staff, with a copy of the Highlights of Chancellor's Regulation A-750.
- C. A copy of [Chancellor's Regulation A-750](#) must be provided to any staff member who requests it.
- D. Each school shall provide notice, in English, Spanish, and in the covered languages as required by Chancellor's Regulation A-663, of the OCFS child abuse/maltreatment telephone hotline number, prevention support services contact information, and

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directions for accessing the OCFS website as follows:

1. By posting: (a) the toll-free telephone number (1-800-342-3720) operated by OCFS to receive reports of child abuse or maltreatment; and (b) the internet address to access the OCFS website at <http://ocfs.ny.gov/main/cps/>. A copy of the posting may be obtained from the [NYCPS Reporting Child Abuse website](#).
2. By posting: (a) the ACS prevention support line number ((212-676-7667) or email connect@acs.nyc.gov, and (b) that the information may be accessed on the NYCPS website. Such information shall be posted in highly visible areas of school buildings and on the school's website, if the school has a website.
3. By providing such information to parents at least once per school year in a manner determined by the school, including, but not limited to, through electronic communication or sending such information home with students;
4. By providing each teacher and administrator in the school with such information; and
5. By making such information available at district and school-level administrative offices.

X. OORS REPORTING

A. Child Abuse or Maltreatment OORS Report

The principal/designee is required to submit an OORS report whenever a report of child abuse or maltreatment has been made to the SCR within 24 hours after the principal/designee is advised of the report to the SCR and receives the "Call I.D." number. The principal/designee must enter the "Call I.D." number into the OORS report. No information on the source of the report may be entered, as this information is confidential.

The NYCPS OORS website may be accessed at: <https://apps.schools.nyc/ospp/>. The Office of Safety and Youth Development provides a help desk to assist with technical questions. The help desk is available from 7:00 AM – 7:00 PM Monday through Friday. To contact the help desk, dial 718-935-5004 and ask for OSYD Web Support.

XI. TECHNICAL ASSISTANCE

The Office of Safety and Youth Development provides assistance with implementing this regulation and developing a child abuse and maltreatment prevention and intervention plan and provides all training and educational materials on child abuse and maltreatment prevention. Additional child abuse prevention materials and resources are available for school officials on the [NYCPS Reporting Child Abuse](#)



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[website](#). For technical assistance, contact the Citywide Coordinator of Child Abuse/Neglect Prevention Program (see Section XI for contact information).

XII. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

<u>Telephone :</u>	<i>Citywide Coordinator</i>	<u>Fax :</u>
212-374-0805	<i>Child Abuse/Neglect Prevention Program</i>	212-374-5751
N.Y.C. Department of Education		
52 Chambers Street – Room 218		
New York, NY 10007		