

# Envision the Future

A STEM PROGRAM FOR GIRLS AGES 11 - 13

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*A Southeastern Massachusetts STEM Network Initiative in Collaboration with CONNECT*



## Program Assistant Handbook

2015 Envision the Future  
Summer Program

Dear Program Assistants,

Thank you for taking the time to serve as a dorm supervisor and/or mentor for the Envision the Future 2015 program.

- Dorm Supervisors: *8:30PM-8:30AM*
- Mentor Shifts (*5-6 mentors per shift*):  
*8:30AM-12:30PM – 12:30-4:30PM – 4:30-8:30PM*

With your support, 48 girls from Avon, Attleboro, Brockton, Canton, Dennis Yarmouth, Easton, Falmouth, Foxboro, Mansfield, Newton, Norton, Plymouth, Silver Lake RSD, Somerset, Wareham, Wellesley, and Weymouth, will connect with their peers who have similar interests and aspirations.

Your efforts will establish the foundation for a system of support in their communities that will increase the interest of girls in STEM and motivate them to persist in rigorous studies and pursue careers in these fields. Envision the Future is possible because of your dedication and passion.

We are grateful for your commitment and look forward to working with you during the Envision program. We are confident that the time you spend will not only impact the lives of the girls participating in Envision 2015, but will also be a catalyst for future replication efforts.

Sincerely,

Dr. Stacey Kaminski  
Executive Director, CONNECT Partnership

Katherine Honey  
Envision, Program Coordinator

## **PROGRAM ASSISTANTS**

For the purpose of this document, Program Assistants are authorized adults and include dorm supervisors, mentors and staff. Bridgewater State University authorized adults, at Bridgewater State University (BSU) requires a CORI (Criminal Offender Record Information) check for all authorized adults.

**MANDATORY PARTICIPATION POLICY** – Program Assistant absences are not authorized unless approved by the Program Coordinator. All staff must abide by the following arrival and departure dates throughout the Envision the Future Program.

## **PROGRAM ASSISTANT RESPONSIBILITIES, AVAILABILITY/APPROACHABILITY**

1. Program Assistants will develop and maintain a positive, ongoing relationship with Envision the Future students by remaining in constant contact with each of those assigned them.
2. Program Assistants will ensure that all students know that they are available to them and that every individual involved in the Envision the Future program cares about their well-being.
3. Program Assistants will support and counsel students – within the limits of their training and comfort zone – but, most importantly, will act as guides to various resources. PA’s are not expected to have all of the answers to every question, however, they are required to reach-out to other resources and provide the guidance that result in acceptable solutions.
4. Program Assistants are expected to immediately inform their supervisors of any problematic issues or concerns as they develop so they can be quickly-addressed and efficiently resolved. To prevent the possibility that students may share information that has the potential to cause harm to themselves or others, PA’s will never promise that the content of conversations will be held in complete confidence. PA’s will, however, assure students that the information necessary” to resolve specified concerns will be shared with only the appropriate supervisors and University Officials
5. PA’s are expected to serve as “role models” and therefore, exhibit appropriate behavior at all times; abide by all federal, state, and local laws, as well as all University policies and procedures.
6. Program Assistants are required to be fully-involved in all activities and attentive to the conduct and actions of every team member while on fieldtrips.

## **POLICY IMPLEMENTATION**

1. Program Assistants must understand that, during every Envision the Future activity, they are on-duty at all times and must present themselves as responsible, adult-representatives of the SE MA STEM Network. That requirement includes, but is not limited to actions during field-trips, during assemblies, while in class rooms, in the dining halls and all other facilities, both on and off the Bridgewater State University campus.
2. Program Assistants are expected to be aware and supportive of Envision the Future and University policies and procedures. They are also expected to educate their students about the policies and procedures and why those policies are in place. If a PA does not understand a policy or why it is in place, he or she is expected to consult his/her immediate supervisor as soon as possible.

3. Program Assistants must make it a priority to be aware of the major issues that relate to their students and inform the appropriate supervisor.
4. Program Assistants will submit all incident reports by 7:00am or before taking their students to breakfast the following morning.
5. During field trips and assemblies, Program Assistants are required to closely supervise their students during entry to events, during the events, and thereafter.

### **SAFETY SECURITY KEYS**

1. Program Assistants will be familiar with the fire and evacuation plans of every facility in which Envision the Future activities occur to ensure that, in case of an emergency, they are prepared to properly act.
2. Program Assistants are required to facilitate and participate in a fire/evacuation drill the first evening in the residence hall in coordination with the Lead PA's and Supervisory Staff.
3. Program Assistants will be responsible for the keys and personal cell phones of their students.
4. Program Assistants will not use student keys to enter rooms for any reason that exceeds the scope of their responsibilities.
5. Program Assistants are not to use, access, or handle the personal cell phones of students for any reason that exceeds the scope of their responsibilities.

### **DUTY REQUIREMENTS**

1. In the evening after lights out at 10 p.m., PA's will complete a thorough walk-through of their floor and survey the common areas of each Suite to insure students are in their rooms.
2. Before leaving for breakfast at 7:15AM, a PA will complete a thorough walk-through of the floor to insure all students have left the floor.
3. If/When an emergency situation arises on campus, in the residence hall, or in the surrounding Bridgewater area, PA's must understand that all staff members are on duty until released by one of the Lead PA's or supervisory staff members.
4. Program Assistants will complete a Duty log at the end of each evening shift, as well as any necessary incident report(s).

### **STAFF COMMITMENT**

1. Because of the unique, role-modeling nature of their positions, Program Assistants – as well as all other members of the Envision the Future program – are held to a very high standard of accountability. Program Assistants must agree to uphold and maintain high standards of personal conduct and perform their duties and responsibilities with a positive, committed and motivated attitude.

### **PROFESSIONALISM**

1. Program Assistants are responsible for maintaining appropriate working relationships with their colleagues.
2. Program Assistants are required to adhere to the dress code at all times and always wear the Envision the Future Staff Shirt while on duty. The only exception is during personal

- time off. Still, PA's must be mindful of the fact that impressionable youth may have opportunities to see them therefore thought should be given to attire choices.
3. Program Assistants are required to carry their cell phones with them while on duty to quickly communicate or receive communications regarding emergencies and other work-related incidents.
    - a. PA's who do not own personal cell phones will collaborate with fellow members of their teams who will, then be responsible for relaying all necessary communications.
    - b. PA's are expected to refrain from texting, tweeting or using cell phones except when necessary to perform Envision the Future-related duties.
  4. Program Assistants are responsible for checking-out and checking back in with the Night Supervisor if they leave the building at night.
    - a. No more than four (4) PA's may leave the residence hall together after hours.
    - b. Under no circumstances will PA's take students with them out of the residence hall after hours
  5. Program Assistants are not permitted to be on floors occupied by members of the opposite sex while students are in the building, except in cases of an emergency.
  6. Program Assistants are required to immediately report any ailments, injuries, or concerns they have that are related to the health and well-being of students or fellow Envision the Future program staff members. The Envision the Future program nurse will then determine the severity and whether additional actions are necessary.
  7. Program Assistants must never contradict a fellow PA, member of the Envision the Future staff, visiting teacher, BSU Professor, or other adult professional unless their actions specifically endanger the health or well-being of another student or adult. Doing so undermines the authority of that individual and exhibits a lack of collaboration among leaders.
  8. Bridgewater State University is a Tobacco-Free campus. The use of alcohol, illegal drugs and un-prescribed medications is prohibited. Violations will result in severe disciplinary action. If PA's notice that the relative of a student is using tobacco or alcohol, tactfully inform the individual of the policy and suggest that he or she refrain from doing so or leave the campus. Thereafter, immediately notify a supervisor to ensure that the incident is documented.
  9. Program Assistants will not administer medications, even those that considered to be of the "safe, over-the-counter" variety.
  10. Sexual relations or public displays of affection between Program Assistants are strictly prohibited.

## **ENVISION THE FUTURE EMERGENCY MANAGEMENT CONTACT LIST**

Bridgewater State University Police Department (508) 531-1212

Envision the Future Main Office: (508) 531-1949

**Executive Director: Dr. Stacey Kaminski** (508) 531-1437  
[stacey.kaminski@connectsemass.org](mailto:stacey.kaminski@connectsemass.org)

**Program Coordinator: Ms. Katherine Honey** (774) 210-9846  
[khoney@comcast.net](mailto:khoney@comcast.net)

## **RISK MANAGEMENT PLAN**

The Envision the Future program Risk Management Plan (hereafter referred to as "the Plan") has been prepared to enable leaders, staff members and other responsible persons to ensure the physical and emotional safety of participating youth. The measures specified herein also apply to elementary and middle school grade-level students who participate. Because of its importance, responsible individuals are required to regularly refer to this document.

Activities that include overnight stays are inherently prone to risks. The intent of this Plan is to enable participating youth to enjoy the array of activities yet do so in the safest possible situations(s) and environment(s). Rather than diminish the "fun" that children will enjoy, measures stipulated in this Plan are offered to reduce the probability of risks through sensible and reasonable means.

The overall purpose of this Plan is to:

- Ensure the safety of every individual (adult and child) affiliated with the Envision the Future program, regardless of whether their participation is permanent or temporary
- Reduce or eliminate the insurance liability to the Program, schools, parents and other organizations that assist in the delivery of programmatic activities;
- Protect the Envision the Future program, its subsidiary programs, leaders and staff members from costly litigation; and
- Ensure the continued operation of the Envision the Future program

Individuals in leadership positions are required to ensure that all staff members are familiar with the information contained in this Plan. Likewise, every staff member is expected to fully understand his or her responsibilities in matters related to risk management and adhere to the directives contained herein

This Plan is designed to prescribe pre-planned guidelines and interventive-measures that reduce risk before a loss occurs. Should a loss occur, the Plan also includes recommendations that have the potential to reduce the impact of such outcomes.

### **Implementation**

1. This Plan will serve as the authoritative procedural guide and convenient reference for all individuals employed by, or voluntarily serving the Envision the Future program.
2. During Envision the Future program staff training, employees will be informed of all emergency procedures (including those for the preparation and submission of required paperwork), health and safety concerns and necessary preventative procedures.
3. Program Instructors (CONNECT staff, BSU, MCC, BCC, UMD professors, Stonehill College professors, Education Assistants, participating employers and industry leaders, and participating public school teachers) will be provided complete activity plans to ensure that they are familiar with all policies and procedures.

## **RISK IDENTIFICATION**

### **Individual Staff Member Interaction with Participating Students (Children)**

Because increased incidences of inappropriate interactions between adults and children have been recently documented throughout the Commonwealth and across the nation, public safety and social welfare organizations have intensified that youth efforts to ensure are protected from predatory behavior at all times. As a result, institutions that sponsor activities that require close interaction between children and adults must be particularly vigilant in their efforts or risk dire outcomes for youth, families, staff members, and the organizations themselves. Despite the most noble of intentions, activities that either place children in danger, or even give the appearance of doing so, must be avoided at all times.

To ensure the personal safety of students who participate in any activity that falls under the umbrella of the Envision the Future program, the following directives apply:

1. At no time is any staff member to be **alone** in a confined area with a participating student/child. "Confined Areas" include, but are not limited to, the following:
  - Motor vehicles (personal or University-owned)
  - Residence Hall (dormitory) rooms
  - Closets
  - Other enclosures that do not contain windows that allow occupants to be viewed from outside (BSU classrooms and those at many K-12 schools have window openings on doors therefore they are "safe" locations)

This policy applies to every staff member, including Envision the Future program Administrators, Administration Support Staffers, Program Assistants, Professors, Educational Assistants, drivers, medical personnel, maintainers, etc., regardless of whether performing duties on a full-time, part-time, permanent or temporary basis. Further; adults from outside organizations who are performing either paid or voluntary duties for the Envision the Future program (and any affiliate program) must also adhere to this policy.

**Note:** Regardless of the circumstances, transporting a participating student/child in a personal vehicle at any time is in strict violation of this policy.

### **Cellular Telephone and Social Media Interaction**

Staff members are prohibited from engaging in personal interactions with participating students/children at any time (Academic Year or Summer Program). For that reason, staff members are not allowed to exchange personal telephone numbers or social media contact information. When necessary to speak with a child or adult, staff members will only utilize devices authorized by the Director of the Envision the Future program or an authorized, designee.

**Violation of any aspect of the above-listed policy will result in immediate disciplinary action and possibly, criminal charges.**

### **Estranged Parents/Guardians**

Staff members must be particularly mindful of visits by adults. Verification of “allowed” visits by parents, guardians, and other relatives must be confirmed ***In Advance***.

## **EMERGENCY PROCEDURES**

### **Notification**

Bull Horns; Whistles and/or Fire Alarm Bells will be used to notify staff members and participating students of actual or impending emergency (dangerous) situations.

***Emergency drills must be conducted within the first 24 hours of each Summer Session.***

<b>Remain Calm – Children sense anxiety so staff members must be calm during emergency situations and make it clear that they are in control at all times.</b>
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When an alarm sounds, staff members and participating students must report to a pre-designated area (unless otherwise directed by a responsible individual - police officer, firefighter, emergency medical service provider, etc.).

Everyone should remain silent to ensure that important information is received.

***If an alarm sounds at night***, participating students must remain in place until directed to depart by an Envision the Future program staff member or other responsible adult.

### **Campus-wide Evacuation Procedures**

An occasion may arise when it is necessary for everyone to be evacuated from the BSU campus (e.g., during a hurricane, tornado, spreading fire, etc.). In such cases:

1. Emergency alarm will be sounded.
2. Bus Service will be contacted. The appropriate number of buses will be dispatched to the applicable location to facilitate the evacuation.
3. Every individual will be evacuated to a location designated by the appropriate BSU official.
4. All emergency notification data, other pertinent information, and if necessary - medications - for each student and staff member should be taken to the evacuation location.
5. If time permits, students should pack their belongings and leave them in the rooms to which they are assigned in the residence hall. Students and staff members should fill another bag with necessary overnight items and take it with them to the evacuation site.

## EMERGENCY & DISASTER PROCEDURES

### *Severe Weather*

In the event of severe weather, the following procedures will be followed:

1. An Envision the Future program leader will notify staff members and students that a severe weather event is possible.
2. Envision the Future leaders will monitor radio broadcasts for the latest weather forecasts and keep all other staff members apprised of updates.
3. If severe thunderstorms: Find safe shelter. During individual activities/classes, staff members and students will report to designated buildings/areas. If during free time, avoid contact with plumbing and tall objects as they may be susceptible to lightning strikes. Limit restroom use.
4. If tornado, immediately go to the lowest levels of the nearest buildings.

### *Fire*

Staff members are expected to know the location of fire extinguishers and be proficient in their use.

### **Do the following:**

1. Sound an Emergency Signal to alert staff members and students.
2. The most senior Envision the Future program leader will assume control and direct procedures that ensure the safety of all.
3. Evacuate the area or building and, if necessary or appropriate, nearby buildings.
4. Call for help. Send a responsible staff member for help or perform that duty, if doing so does not leave any students unattended.
5. The Director or other authorized Envision the Future program official/leader will determine the extent of the fire emergency, and if necessary, contact the appropriate authorities (fire department, campus or town police, etc.)
6. Program Assistants will remain with the students, take attendance, and account for those in your charge unless otherwise instructed.
7. One staff member will be sent to the main entrance of the area in question to direct the fire fighters and other essential emergency personnel.

### **Injured Student or Staff Member**

The following standard procedures will be followed:

1. Any accident that causes a student to call staff attention to the injury must be reported to the Director **and** the Nurse.
2. A staff member should always accompany an injured student to the Health Care Center.
3. In case of a more serious injury (i.e. severe pain, excessive bleeding, possible broken bone, sprain), first aid can be administered at the scene by an individual CERTIFIED to provide the required LEVEL OF CARE. Day or Night, the Nurse should be summoned.
4. When/if necessary or appropriate, the Director or Nurse will assign a staff member to use an authorized vehicle to \*transport the injured student to the hospital or accompany a student in an ambulance. **Note: \*Child protection policy applies.**
5. Staff members must cooperate with the Nurse and all emergency responders upon their arrival.

### **Strangers on Campus (or other areas utilized for Program Activities)**

While this is not necessarily an emergency, such situations must be properly-addressed. Considering the nature of custody battles, divorce situations, and other related matters, it is important for staff members to be aware of unfamiliar individuals who have the potential to come into contact with Envision the Future program participants. In such cases, staff members should:

1. Immediately approach the stranger and ask if he or she is in need of assistance;
2. Direct him or her to the CONNECT Partnership Office (or Residence Hall Program Desk)...even if the stranger specifies an individual;
3. If possible, accompany the stranger to the CONNECT Partnership offices of the Executive Director (Dr. Kaminski), Program Coordinator (Ms. Honey) or the Residence Hall Program Desk.

### **Additional Critical Guidelines:**

*NEVER* allow a child to leave the program area with anyone unless you have been notified - in advance - by the Director or other Envision the Future official. *Never* acknowledge that a particular student is participating or that a staff member is employed by the Program. Instead, escort him or her to the Office. Should a situation occur during which you or a student is/are threatened, remove yourself and the student from danger and immediately notify others.

### **Lost Child Procedure**

When a staff member realizes that a child is missing, the following must be quickly determined:

- Is the student in the residence hall?
- Is the student in the nearest restroom?
- Is the student in the last place they were scheduled to be?
- Do friends/team mates know where he or she is or may be?

*Never leave other students unattended during the search for a lost participant and do not allow other students to engage in searches. Ask another staff member, leader or Envision the Future official for help immediately! If uncertain, dial on-campus extension 1212/911.*

If a missing student has not been found during an initial search, immediately alert an Envision the Future program leader and explain the situation. Provide a detailed description of the student.

The leader will quickly and calmly do the following:

1. Notify the Director.
2. Notify the Office staff and ask them to monitor the telephone.
3. Designate staff members who do not have current responsibilities to conduct a search of all relevant/appropriate areas
4. Determine the following:
  - Whether the student exhibited homesickness, inability to get along with others, a negative attitude about his or her participation, etc.
  - Mindset of the student – has he or she discussed leaving the campus, sneaking off, going home, etc.
  - Any medical problems that might contribute to disappearance.
5. The designated Leader will quickly and calmly do the following:
  - Assemble all students to conduct a head-count;
  - After conducting a thorough search, contact local and State police if it is suspected that the child has run away;

- Assign staff members to monitor the telephones after the calls have been made; and
- Ask the Director or his designee to \*notify parents of the missing child.

***\* Only the Director or their Designate will notify parents!***

Provide the authorized Envision the Future official all pertinent information so he or she can effectively communicate with parents who will likely be distraught. Runaways will sometimes call their homes at the first opportunity. To avoid the possibility that the first notification parents receive is from a distressed son or daughter, take quick action so Program officials can calm parents while obtaining information that may assist in the search for a missing child.

## **PROGRAM ASSISTANT - STAFF MEMBER CONDUCT REQUIREMENTS**

### **Adult Mentor/Care-Taker Responsibility:**

Program Assistant's (PA's) are "Staff Members" and must understand the following:

1. You are a care-taker of students (children) and therefore assume that responsibility.
2. There is a clear power-difference between students and staff members (authority, knowledge, experience, money, mobility, rule differences) and therefore, you will abstain from using any of those advantages to inappropriately interact with or harm a student.
3. Sexual conduct with, or physical abuse of, a student (child) can cause severe emotional and/or psychological problems that may remain throughout their lifetimes

### **State Child Protection Regulations**

Be aware of and understand the purpose and meaning of the following:

1. Mandated Reporter
2. Reports may be filed and investigated following the mere suspicion of abuse, regardless of whether or not actual abuse has been proven
3. Abuse Reporting requirements and procedures
4. Penalty for failure to report cases of suspected or actual abuse

### **Guidelines for the Discipline of Students**

Understand and adhere to the following directives:

1. Corporal punishment - of any kind - is prohibited, including "spanking"
2. Staff members must not subject students to severe or cruel punishment, humiliation or verbal abuse
3. Staff members must not punish students by denying them food or shelter
4. Staff members must not punish a student for wetting or soiling clothing or bedding
5. Staff members must seek the assistance of supervisory personnel if necessary to control a situation with a particularly unruly or upset child
6. Staff members should always attempt to positively-respond to students during difficult situations

### **Guidelines for Student/Staff Member Contact:**

Understand and adhere to the following directives:

1. Staff members are only allowed to touch students on the hand, shoulder or upper back
2. Staff members must never touch a student against his or her will
3. Staff members must never touch a student if he or she non-verbally exhibits signs of uneasiness or verbally expresses discomfort about being touched

4. Staff members must not touch a student in a potentially stimulating manner

### **Staff Member Conduct Guidelines**

Understand and adhere to the following:

1. Staff members will refrain from hazing students or fellow employees
2. Neither students nor new Staff Members will be subjected to initiation rites that are abusive or humiliating
3. Double-Coverage of students is required at times deemed appropriate by officials and authorized leaders of the Envision the Future program
4. Staff members will refrain from being alone in residence hall rooms with individual students
5. Under no circumstances will a Staff Member share a bed with a student
6. Staff members will not administer back-rubs, massages or other stimulating activities to students unless
  - a. The action is necessary to alleviate a temporary cramp or minor injury
  - b. Occurs in the presence of another staff member
7. Physically "tickling" or in appropriately-teasing students is strictly prohibited
8. Pillow fights and wrestling matches are not allowed among/between students and staff members
9. Sexual contact between staff members in residence halls is prohibited
10. At no time will staff members exhibit behavior or express the fact that romantic relationships exist between themselves and other employees
11. Male staff members must be aware of the fact that pre-teen and teenaged girls may be romantically-attracted to them. Therefore, every effort must be made to "gently" discourage those feelings. Male staff members are required to make such situations known to Program leaders and significantly- limit contact with the affected child at all times. Indications that a male staff member condones, tolerates, encourages or fail to report such situations are strictly prohibited. All of the aforementioned apply to female staff members regarding male students participating in the program. If violations are proven to be factual, the staff member will be terminated and required to move out of the residence hall immediately.

### **Staff Member and Student Attire**

*Males:*

1. At no time will hats, caps or any other form of head gear be worn inside buildings
2. Multiple layers of clothing that simulates "hip hop" attire is forbidden.
3. Pants will not be worn in a manner that exposes underwear at any time.

*Females:*

1. Revealing clothing will not be worn at any time
2. Clothing that reveals the mid-riff are forbidden
3. Flip-flops, or other forms of open-toed shoes, will not be worn.

### **Additional Requirements**

I agree to:

1. Watch for signs of stress in myself and others so as to ensure the maintenance of a safe environment at all times
2. Help other staff members who seem to be at risk of hurting or abusing students
3. Alert Program officials and leaders when more-careful supervision, intervention or support is needed
4. Personally seek help if I feel at risk of hurting, over-stimulating or abusing a student

**Note:** A signed copy of the *Program Assistant – Staff Member Conduct Affidavit* must be included in your Envision the Future program file. If you did not submit a copy, see the Program Coordinator.

## **Program Assistant Handbook Signature**

I have reviewed the 2015 Envision the Future Program Assistant Handbook and agree to abide by the policies and procedures as prescribed.

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Signature

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Date

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Please print name



*The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Children and Families  
600 Washington Street, 6<sup>th</sup> Floor  
Boston, MA 02111*

DEVAL L. PATRICK  
Governor

JOHN W. POLANOWICZ  
Secretary

OLGA I. ROCHE  
Commissioner

Tel.: 617-748-2000  
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[www.mass.gov/def](http://www.mass.gov/def)

### **Updated DCF Abuse/Neglect (51A) Forms for Mandated Reporters**

The Department of Children and Families (DCF) recognizes the important role that mandated reporters play in ensuring the safety of the Commonwealth's children.

Massachusetts General Law Chapter 119, §21 defines a mandated reporter as “a person who is: (i) a physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, optometrist, osteopath, allied mental health and human services professional licensed under section 165 of chapter 112, drug and alcoholism counselor, psychiatrist or clinical social worker; (ii) a public or private school teacher, educational administrator, guidance or family counselor, child care worker, person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth or licensed under chapter 15D that provides child care or residential services to children or that provides the services of child care resource and referral agencies, voucher management agencies or family child care systems or child care food programs, licenser of the department of early education and care or school attendance officer; (iii) a probation officer, clerk-magistrate of a district court, parole officer, social worker, foster parent, firefighter, police officer; (iv) a priest, rabbi, clergy member, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, person performing official duties on behalf of a church or religious body that are recognized as the duties of a priest, rabbi, clergy, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, or person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis; (v) in charge of a medical or other public or private institution, school or facility or that person's designated agent; or (vi) the child advocate.” Mandated reporters are individuals, whose work brings them in contact with children and are legally obligated to notify DCF if they suspect that a child is being abused and/or neglected. DCF depends on reports from mandated reporters to learn about children who may need protection.

In an effort to increase the ease of mandated reporters to fulfill their legal obligation to report instances of suspected abuse and/or neglect, DCF has revised its mandated reporter form (“**Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect**”). The form includes a reminder that all 51A reports are to be made first by immediately calling the appropriate local area DCF office and then submitting the written report within 48 hours. To increase the ease of reporting, the form has been modified to include the listing of phone numbers

Supporting Children • Strengthening Families



## **SOCIAL MEDIA/TECHNOLOGY POLICY**

As an employee of the Envision the Future program, you serve as an ambassador of the SE MA STEM Network and the CONNECT Partnership. Therefore, it is important for you to be respectful of the organization, the youth it serves and its staff members. The Envision the Future program defines "respect" as refraining from blogging, tweeting and sharing posts that: use obscene and profane language; that engages in harassment or intimidation; that include derogatory comments about the race, gender, religion, sexual orientation or disability of another; or includes sexually explicit, suggestive, humiliating or demeaning comments.

**Note:** You should have signed a copy of the *Social Media/Technology Acknowledgement*. If you have not done so, immediately inform the Program Coordinator.