



CHILD ABUSE AND NEGLECT POLICIES & PROCEDURES

My Architecture Workshops Summer Camp 2026

Developed for camp staff, directors, volunteers, interns, contractors, and authorized adults working with campers

Program/Camp Name	My Architecture Workshops Inc. Summer Camp	Camp Location	JM Wright Tech
Youth Camp Director	Dominique Moore	Director of First Aid	Erin Hawkins
Alternate Director	Angela Hunt	Effective Date	01/01/2026
Annual Review Date	01/01/2026	Emergency Contact Location	Onsite

**IMPORTANT REPORTING INFORMATION: DCF Careline 1-800-842-2288 | TDD 1-800-624-5518 |
Emergency: 911**

Purpose. This policy establishes My Architecture Workshops Inc. procedures for preventing, recognizing, responding to, documenting, and reporting suspected child abuse or neglect involving campers under the age of eighteen. This policy shall be maintained on site, reviewed annually and as needed, and followed at all times by all camp personnel.

Regulatory basis. This policy is based on Connecticut youth camp policy requirements, including Sec. 19a-422, and Connecticut mandated reporter requirements. It is adapted from the sample youth camp policy format and should be reviewed against current state requirements before final adoption.

1. Policy Statement and Responsibility to Prevent Abuse and Neglect

- My Architecture Workshops Inc. has a responsibility to protect campers and to prevent child abuse and neglect within the camp environment.
- All staff, volunteers, interns, contractors, and authorized adults shall maintain appropriate boundaries, active supervision, and professional conduct at all times.
- The camp maintains zero tolerance for abuse, neglect, corporal punishment, humiliating punishment, frightening punishment, retaliation, or failure to report suspected abuse or neglect.
- No camper shall be left alone with an adult in a secluded or unobservable area. Staff shall follow supervision, bathroom, transition, field trip, and transportation procedures at all times.

- Any person who has reasonable cause to suspect that a child has been abused, neglected, or placed at imminent risk shall follow the reporting procedures in this policy immediately.

2. Definitions of Child Abuse and Neglect

For the purposes of this policy, child abuse and neglect include, but are not limited to, the categories below. Staff are not responsible for proving abuse or neglect; staff are responsible for reporting reasonable suspicion.

Child abuse may include:

- Non-accidental physical injury, including but not limited to hitting, shaking, beating, burning, or other physical harm.
- Injuries that are inconsistent with the explanation provided or that appear suspicious based on the child's age, development, or circumstances.
- Mental injury, emotional maltreatment, excessive belittling, berating, intimidation, humiliation, or cruel punishment that may impair a child's emotional or psychological well-being.
- Any form of sexual abuse, sexual exploitation, inappropriate sexual contact, exposure, grooming, or sexually explicit communication.
- Placing a child in a situation that creates imminent risk of serious harm, abuse, or neglect.

Child neglect may include:

- Abandonment or failure to provide proper care and attention.
- Failure to provide adequate food, clothing, shelter, medical care, mental health care, education, or appropriate supervision.
- Allowing a child to live or remain in circumstances, conditions, or associations injurious to the child's well-being.
- Failure to protect a child from known or suspected danger, abuse, neglect, or exploitation.

3. Signs That May Require Staff Action

Camp staff shall take concerns seriously, including signs that may have occurred outside of camp. Indicators may be physical, behavioral, verbal, emotional, or environmental. Examples include:

- Unexplained bruises, burns, marks, injuries, pain, or repeated injuries.
- A child's disclosure of being hurt, threatened, touched inappropriately, neglected, or unsafe.
- Extreme fear, withdrawal, aggression, sudden behavior changes, self-harm statements, or fear of going home or being with a particular person.
- Inappropriate sexualized behaviors, language, knowledge, or drawings that are not developmentally expected.
- Poor hygiene, consistent hunger, lack of appropriate clothing, untreated medical needs, or lack of supervision.
- Any staff conduct that violates professional boundaries or this policy.

4. Staff Responsibilities When Abuse or Neglect Is Suspected, Witnessed, or Disclosed

Required Action	Procedure
Ensure immediate safety.	If the camper is in immediate danger or needs urgent medical attention, call 911 first. Separate the camper from any alleged person of concern and ensure continuous supervision by appropriate staff.
Listen calmly and do not investigate.	If a camper discloses abuse or neglect, staff should remain calm, listen, avoid leading questions, avoid promises of secrecy, and tell the camper that the information must be shared with people who can help keep them safe.
Notify the Youth Camp Director or Alternate Director.	Staff shall inform the Youth Camp Director or Alternate Director immediately after ensuring safety. Internal notification does not replace the staff member's mandated reporter obligation.
Report to DCF or law enforcement.	A mandated reporter with reasonable cause to suspect or believe abuse, neglect, or imminent risk must make an oral report as soon as practicable and no later than 12 hours.
Complete written report.	The mandated reporter shall submit DCF-136 or the required written report to DCF within 48 hours after the oral report. A copy shall be maintained in the camp's confidential file as allowed/required.
Document objectively.	Staff shall write factual notes using the child's words when possible, describe observable facts, record dates/times, and avoid conclusions or opinions not directly observed.
Maintain confidentiality.	Information shall be shared only with DCF, law enforcement, the Youth Camp Director/authorized administrative staff, parent/guardian when appropriate, and other officials with a legitimate need to know.

5. Reporting Requirements

Mandated reporter standard. Camp personnel who are mandated reporters must report when, in the ordinary course of their employment or role, they have reasonable cause to suspect or believe that a child has been abused, neglected, or placed at imminent risk of serious harm.

Oral report. Call DCF Careline at 1-800-842-2288 as soon as practicable and no later than 12 hours after reasonable suspicion. The Careline is available 24 hours per day, 7 days per week. TDD: 1-800-624-5518. For emergencies, call 911.

Written report. Within 48 hours of making the oral report, the mandated reporter shall submit the written DCF-136 Report of Suspected Child Abuse or Neglect to DCF.

Non-emergent reports. When appropriate and consistent with current DCF guidance, non-emergent reports may be submitted through the Connecticut Mandated Reporter Portal. Staff shall still follow the applicable timing requirements.

No delay. Staff shall not delay a report to investigate, seek proof, obtain permission from a supervisor, or contact a parent/guardian first.

Retaliation prohibited. Staff are protected by law from discrimination or retaliation for making a good faith report of suspected abuse or neglect. MAW prohibits retaliation against any person who reports or participates in the reporting process.

6. Information to Gather for a Report

Staff shall provide as much of the following information as is known. A report shall not be delayed because some information is unavailable.

<input type="checkbox"/> Camper's full name, date of birth, age, address, and phone number, if known.	<input type="checkbox"/> Parent/guardian names, addresses, phone numbers, and emergency contact information.
<input type="checkbox"/> The nature and extent of suspected injury, maltreatment, neglect, risk, or disclosure.	<input type="checkbox"/> Exact words used by the camper, when applicable, and an objective description of staff observations.
<input type="checkbox"/> Date, time, and location of the incident, disclosure, or observation.	<input type="checkbox"/> Information about previous injuries, concerns, or relevant patterns, if known.
<input type="checkbox"/> Name and relationship of any person suspected of causing harm, if known.	<input type="checkbox"/> Actions taken by staff, including first aid, medical care, separation from alleged person of concern, parent contact when appropriate, and emergency response.
<input type="checkbox"/> Names of witnesses or staff with relevant information.	<input type="checkbox"/> Any other information that may help DCF or law enforcement assess child safety.

7. Internal Administrative Response to Allegations Involving Staff, Volunteers, Interns, Contractors, or Authorized Adults

- MAW maintains zero tolerance for abuse and neglect. Any allegation that a camp staff member, volunteer, intern, contractor, or authorized adult abused, neglected, exploited, or placed a camper at risk shall result in immediate protective action.
- The Youth Camp Director or authorized administrator shall ensure the camper is protected, including separating the alleged person of concern from the camper and other campers as appropriate.
- The alleged person of concern may be immediately removed from direct camper contact and/or removed from the site pending review, DCF/law enforcement guidance, and administrative determination.
- The Youth Camp Director or authorized administrator shall make required notifications to DCF, law enforcement, the parent/guardian when appropriate, licensing/regulatory entities when required, and MAW leadership.
- MAW shall cooperate with DCF, law enforcement, and regulatory authorities. Staff shall not interfere with, discourage, or attempt to influence any report or investigation.
- If allegations are substantiated or MAW determines that policy, safety, or professional boundaries were violated, disciplinary action may include termination, removal from volunteer/service role, prohibition from camp property, and/or further reporting as required.

8. Parent/Guardian Notification

- Parents/guardians will be informed of this policy through the parent/camper handbook, enrollment materials, and/or program communications.
- When an allegation involves a camp staff member or camp-related incident, the Youth Camp Director or authorized administrator shall notify the parent/guardian that a report has been made to DCF, unless DCF or law enforcement directs the camp not to do so or notification may place the child at further risk.

- When suspected abuse or neglect may involve a parent/guardian or household member, staff shall follow DCF/law enforcement guidance regarding parent notification.
- Health care officials, DCF, or law enforcement may need to communicate with the parent/guardian to assess the cause of injury, determine safety, and provide support.

9. Confidential Documentation and Records

- All calls/reports to DCF or law enforcement shall be documented and maintained in a confidential file separate from general camper records, unless otherwise required by MAW recordkeeping procedures.
- Copies of DCF-136 reports, staff statements, incident reports, medical documentation, parent/guardian notifications, and administrative actions shall be maintained confidentially.
- Documentation shall be factual, dated, signed, and completed as soon as possible after the event, observation, disclosure, or report.
- Access to records shall be limited to authorized administrative personnel and agencies with legal authority or legitimate need to know.
- Records shall be retained in accordance with Connecticut youth camp regulations, MAW record retention procedures, and any guidance from DCF, law enforcement, or licensing authorities.

10. Staff Training Requirements

- All new camp staff, volunteers, interns, and authorized adults shall receive training on this Child Abuse and Neglect Policies & Procedures document before working with campers.
- Training shall include prevention of child abuse and neglect, professional boundaries, active supervision, recognition of physical/behavioral indicators, response to camper disclosure, mandated reporter responsibilities, reporting timelines, and documentation procedures.
- At minimum, the Youth Camp Director shall confirm that staff understand how to contact DCF Careline, how to complete DCF-136, and that internal notification does not replace mandated reporting obligations.
- Training records shall include staff name, date of training, trainer name, topics covered, and staff signature/acknowledgment.
- This policy shall be reviewed annually with staff and updated as needed based on current law, regulatory guidance, camp operations, or incident review.

11. Prevention Practices and Professional Boundaries

- Maintain required staff-to-camper ratios and sight-and-sound supervision during all indoor activities, outdoor activities, transitions, bathroom use, meals, transportation, and field trips.
- Use positive guidance, redirection, and clear limits. Corporal, humiliating, abusive, neglectful, or frightening punishment is prohibited.
- Avoid isolated one-on-one interactions. When a private conversation is necessary, remain visible to another staff member or in an observable location.
- Use appropriate physical boundaries. Physical contact should be brief, observable, age-appropriate, child-led when comforting, and never secretive, coercive, punitive, or sexualized.
- Do not communicate privately with campers through personal phone, text, social media, direct messages, gaming platforms, or personal email unless specifically authorized for program purposes through approved systems and with parent/guardian awareness.

- Staff may not photograph, video, transport, babysit, or meet with campers outside of program procedures without written authorization and administrative approval.
- Any boundary concern or policy violation shall be reported to the Youth Camp Director immediately and documented.

12. Response Flow Chart

Step	Action
1	Concern arises: staff witnesses, suspects, observes signs, or receives disclosure.
2	Ensure camper safety. Call 911 for immediate danger or urgent medical need.
3	Notify Youth Camp Director/Alternate Director immediately. Do not investigate or delay reporting.
4	Mandated reporter calls DCF Careline/law enforcement as soon as practicable and within 12 hours.
5	Complete written DCF-136 within 48 hours and keep confidential documentation.
6	Director implements parent notification, staff removal/separation, licensing notification, and cooperation with DCF/law enforcement as appropriate.

13. Staff Acknowledgment

I acknowledge that I have received, read, and understand the My Architecture Workshops Inc. Child Abuse and Neglect Policies & Procedures. I understand my responsibility to protect campers, follow supervision and professional boundary expectations, report suspected abuse or neglect as required, and cooperate with administrative, DCF, law enforcement, and regulatory procedures.

Staff Name	
Staff Signature	
Date	
Trainer/Director Signature	

14. Annual Review and Approval

This policy shall be reviewed annually and updated as needed to reflect current law, youth camp regulations, DCF guidance, and MAW camp operations.

Reviewed By	
Title	
Signature	
Date	

Appendix A: Quick Reference Contacts

Contact	Number / Location	Purpose
DCF Careline	1-800-842-2288	Report suspected child abuse/neglect or imminent risk.
DCF Careline TDD	1-800-624-5518	Telecommunications device for the deaf.
Emergency Services	911	Immediate danger, medical emergency, or crime in progress.
Local Police Non-Emergency	[Insert Number]	Non-emergency law enforcement contact.
Youth Camp Director	[Insert Name / Phone]	Internal camp response and administration.
Director of First Aid	[Insert Name / Phone]	Medical response and documentation.
DCF-136 Form Location	[Insert Binder / URL / Digital Folder]	Written report within 48 hours after oral report.

Appendix B: Incident Documentation Checklist

- Date/time concern was observed, disclosed, or reported.
- Camper name and group.
- Staff member receiving disclosure or observing concern.
- Objective description of concern, injury, behavior, or disclosure.
- Exact words used by camper, if applicable.
- Immediate safety actions taken.
- Medical care/first aid provided, if applicable.
- DCF/law enforcement report date, time, name of person contacted, and report reference number if provided.
- Parent/guardian notification date/time and by whom, if appropriate.
- Administrative actions taken, including removal/separation of alleged person of concern, if applicable.
- Copy of DCF-136 completed and filed confidentially.

Source note: Adapted from Connecticut youth camp sample policies and procedures and current Connecticut DCF mandated reporter guidance. Final adoption should be reviewed by the Youth Camp Director and applicable licensing/regulatory advisors.