



RHODE ISLAND SCHOOL OF DESIGN
Protection of Minor's Policy Reporting Form

This form is to be used for all RISD policy violations (RISD Protection of Minor's policy) OR any known or suspected case of neglect or abuse involving a minor enrolled in a RISD program.

Information of the employee (or supervisor) reporting the incident – or suspected abuse:

Date: _____

Name: _____

Department: _____

Who reported the incident to you: _____

Time & Date incident was reported to you: _____

Child's name: _____

Program the minor was enrolled in: _____

Summary of the incident: _____

If this was a RISD policy violation – submit this form to Human Resources.

If this was a case of neglect or abuse:

Was DCYF contacted? _____

If yes:

Who called: _____

Time/Date of call: _____

Whether DCYF was contacted or not, please submit this form to Public Safety.

Risk Manager and Public Safety were notified on: _____