

## About this Form

### Instructions

Please fill out the bottom portion of this form and return to the **Boston University Police Department** via Email [bupolice@bu.edu](mailto:bupolice@bu.edu).

**Phone:** 617-353-2121 (CRC & Fenway Campus), 617-358-4444 (Med Campus)

**Address:** 32 Harry Agganis Way, Boston, MA 02115

**Website:** <https://www.bu.edu/police/>.

### When should this report form be used?

This form should be completed when someone knows, suspects, or receives information that the health or safety of a minor, defined under Massachusetts law as an individual under the age of 18, may be at risk. Concerns may include a specific incident that occurred on/off campus, a suspicion of abuse or neglect, or a suspicion that a minor may be a threat to himself/herself or to others.

### Who is required to report concerns of child safety?

- Any University faculty, staff, student, or volunteer participating in a University Activity
- Any owner/operator, employee, volunteer, or agent of a Third-Party Program
- Mandated reporters, under M.G.L. c. 119, § 51A
- Campus Security Authorities, under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Title IX Coordinator and Deputy Coordinators

### Who to Contact

Members of the BU community with concerns regarding child safety should direct their concerns to the Boston University Police Department (BUPD) at 617-353-2121 or [bupolice@bu.edu](mailto:bupolice@bu.edu). Anyone may contact Department of Children & Families directly using the Child-at-Risk Hotline any time of the day or night at 800-792-5200.

### What if a victim requests confidentiality?

All instances involving a threat to the health or safety of a minor must be reported, regardless of the desire of the minor.

### What should you do if you feel a minor is in immediate danger?

If you fear an immediate threat to the minor, contact BUPD immediately at 617-353-2121. If you are off the main campus, call 911 or local law enforcement. Remain with the minor until help arrives.

### What happens with the information I provide?

The report will be submitted to the [Boston University Police Department](#) for review and the appropriate parties will be notified.

### More Information

Information about [steps for reporting an incident involving minors](#), or the University's Protection of Minors efforts generally, can be found on the [BU Protection of Minors](#) website.

## Details of Your Minors Safety Concern

### Location of incident:

☐ on campus    ☐ off campus

### Type of concern (potential or observed):

☐ abuse or neglect    ☐ harm to self    ☐ harm to others    ☐ other safety concern

## REPORTER'S INFORMATION

The Reporter and minor can be different people. The Reporter has the option to not self-identify on this form.

Reporter's name (if different than minor involved)	Date of Report
Reporter's Affiliation to BU (student, faculty, staff)	Reporter's Contact Information  Telephone: Email:

## MINOR'S INFORMATION (if Reporter and Minor are different people)

Minor's name	Minor's Program or Activity
Minor's Contact Information (if available)  Telephone: Email:	

## PARENT/GUARDIAN INFORMATION

Parent/Guardian's Contact Information (if available)  Telephone: Email:
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## OTHER PARTIES INVOLVED

Name(s) (if known)	Affiliation(s) to BU (student, faculty, staff, unaffiliated)
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## INCIDENT INFORMATION

Date of Incident	Time of Incident
Location of Incident	Brief Description of Incident

## OTHER REPORTS

Have you or has anyone else reported this incident to another department or office (for example: Massachusetts Department of Children and Families, local police, Sexual Assault Response and Prevention Center, Dean of Students, Residence Life, the Equal Opportunity Office, or Human Resources)?

☐ Yes ☐ No

If yes, please list department/office or agencies notified: \_\_\_\_\_

## ADDITIONAL INFORMATION

Please provide any additional details you feel are pertinent to the situation being reported that are not captured in the information provided in the form above.