







Interview of Student Witness/Victim, Child Abuse or Neglect Investigation

The following is a protocol checklist aligned with Board Procedure [4411P](#) when a request is made to interview a student at school by a **law enforcement officer** (e.g., police officer, sheriff deputy, and immigration agent), **Department of Children, Youth and Families (DCYF)* representative**, or **health department official**. **NOTE: Child Protective Services (CPS) is a service housed within DCYF*




1. ***Is an onsite interview warranted due to a lack of sufficient alternatives?***

- ☐ If YES, continue to #2  ☐ If NO, stop here. The interview should not occur. 

2. ***Has the student consented to the interview OR does the interviewer have a warrant OR has the interviewer determined that exigent circumstances exist?***

- ☐ If YES to any of the above in #2, continue to #3 
- ☐ If NO to all of the above, stop here. The interview should not occur. 


3. ***In the opinion of the DCYF representative or law enforcement officer, may the parent/guardian be provided prior notice without hindering the investigation?***


- ☐ If NO, do **NOT** contact the parent/guardian.
(and continue to #4 )
- ☐ If YES, contact the parent/guardian to provide prior notice of the interview
- ♦ ***Does the parent/guardian express objection to the interview?***
- ☐ If NO, the interview may move forward 
- ☐ If YES, convey the expression of objection to the DCYF representative or law enforcement officer. It will be their discretion whether to move forward 

NOTE: If the DCYF representative or law enforcement officer decides to continue with the investigation, the parent/guardian will be informed that by law the principal/designee may not prevent the interview from taking place

4. ***Is the parent/guardian present for the interview?***

- ☐ If YES, continue to #5 
- ☐ If NO, ***does the student request to have the principal present AND does the interviewer agree***

If both of the underlined above are YES, the principal (or designee) **will be** present.
(continue to #5 )

If one or both of the underlined above are NO, school staff **may not be** present.
(continue to #5 )

5. ***Complete the interview summary form*** 



DCYF/Law Enforcement Interview Summary Form

Student name

Student ID

Grade

Date of interview

Start/End Time

Location

Name of DCYF representative/law enforcement officer conducting the interview

If this was a DCYF interview,
was law enforcement present?

☐ Yes

☐ No

If yes, list name/title of law enforcement officer

Was school personnel present?

☐ Yes

☐ No

If yes, list name/title of school personnel

Did student give consent for the interview?

☐ Yes

☐ No

Summary of consent by student to interview, including the context in which the student gave consent for the interview.

Was a parent/guardian provided prior notice of the interview?

☐ No, in the opinion of the DCYF representative or law enforcement officer,
prior notice would have hindered the investigation.

☐ Yes, and the parent/guardian did not object to the interview.

☐ Yes, and the parent/guardian expressed objection.

Name of EPS staff member completing this form

Distribution: Original form to School Principal/Designee

Reference: [Policy 4411](#) and [Procedure 4411P](#), Working Relationships with Law Enforcement, the Department of Children, Youth and Families, and the Local Health Department

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