



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### **POLICY H.2 (Formerly 4655)**

#### **CHILD ABUSE REPORTING**

December 2010

#### **POLICY**

All School District employees have a legal and ethical duty to report suspected child abuse and neglect as detailed in the BC Handbook for Action of Child Abuse and Neglect (1998) and the *Child, Family and Community Services Act*.

It is the responsibility of employees to:

- identify and promptly report suspected child abuse and neglect to a Child Protection Social Worker
- collaborate with community agencies
- support students who have been abused or neglected

Instruction in child abuse prevention will be provided to all students as part of the Career and Personal Planning curriculum. Information and/or training will be provided to staff on an ongoing basis.

#### **PROCEDURE**

##### **REPORTING CHILD ABUSE AND NEGLECT**

When reporting suspected child abuse and neglect, all school district personnel are required to complete the Report of Suspected Child Abuse and Neglect form and to follow the guidelines for maintaining confidentiality and security of information.

Contact Numbers:

Ministry of Children and Family Development	250 559 4403/626 5481
Haida Child and Family Services	250 559 7746/626 5257
RCMP	250 559 4421/626 3991
Superintendent of Schools	250 559 8471/626 9331

#### **Glossary**

Please refer to [http://www.bced.gov.bc.ca/sco/resourcedocs/handbook\\_action\\_child\\_abuse.pdf](http://www.bced.gov.bc.ca/sco/resourcedocs/handbook_action_child_abuse.pdf) for definitions of commonly used terminology.



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**Confidential**  
**REPORT OF SUSPECTED CHILD ABUSE / NEGLECT**

Name of School: \_\_\_\_\_

PERSON MAKING THE VERBAL REPORT	
Name	
Role or Position	

STUDENT INFORMATION	
Name	
Date of Birth (y / m / d)	
Grade	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address	
Special needs, if any, including barriers to communication	
Siblings' names, ages and schools (if known)	
Parent / Guardian Name	
Address of Guardian (if different than student)	

**RECORD OF VERBAL REPORT** – record the information from the student’s disclosure (conversations, events, observations or circumstances) and the date you formulated the reason to believe that the child has been or possibly may be abused or neglected.


**RECORD OF REPORT TO MINISTRY FOR CHILDREN AND FAMILIES / HAIDA CHILD AND FAMILY SERVICES** – a child protection social worker must be contacted if you believe a child has been or is likely to be abused or neglected.

Name of Person to whom you reported	
Position	
Date and Time of Verbal Report	
Information/direction from the Ministry for Children and Families/Haida Child and Family Services:	

**RECORD OF REPORT TO RCMP** – police must be called if a child is in immediate danger or if a criminal offence has occurred or is occurring. Also, you must report your concerns to a child protection social worker.

Name of Person to whom you reported	
Position	
Date and Time of Verbal Report	
Information/direction from the RCMP:	



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**RECORD OF CONVERSATION WITH SUPERINTENDENT OF SCHOOLS** – The Superintendent of Schools must be immediately notified when a report of suspected abuse by a school employee, contracted service provider or school volunteer is made to a child protection social worker and / or RCMP.

Date and Time of Verbal Report

Information/direction from Superintendent:


Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

### **GUIDELINES FOR MAINTAINING CONFIDENTIALITY AND SECURITY OF YOUR NOTES**

Place this document, any other notes, art work, journal entries, etc. in a sealed envelope. Do not share this information with anyone other than the child protection social worker, the police or as required by law. Sign your name and write the date diagonally across the seal of the envelope. Write the student's name in the top right hand corner of the envelope. Write CONFIDENTIAL under the student's name. Provide to your school Principal for storage in office files.