# Confidential

**REPORT OF SUSPECTED CHILD ABUSE / NEGLECT**

Name of School:

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| **PERSON MAKING THE VERBAL REPORT** |
| Name |  |
| Role or Position |  |

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| **STUDENT INFORMATION** |
| Name |  |
| Date of Birth (y / m / d) |  |
| Grade | Male □ Female □ |
| 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) |  |

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| **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. |
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| **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: |
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| **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 ofSchools must be immediately notified when a report of suspected abuse by a school employee, contracted service provided or school volunteer is made to a child protection social worker and / or RCMP. |
| Date and Time of Verbal Report |  |
| Information/direction from Superintendent: |
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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.