



North Vancouver
School District
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**RESPONSIBILITIES AND PROCEDURES FOR
REPORTING SUSPECTED CHILD/YOUTH
ABUSE OR NEGLECT**

A Summary for Employees Reporting Alleged Child/Youth Abuse

Suspected Abuser <u>IS NOT</u> an Employee of the School District, Contract Service Provider, or Volunteer	Suspected Abuser <u>IS</u> a School District Employee, Contract Service Provider, or Volunteer	Suspected Abuser is <u>Another Child/Youth</u>
Document and make a report to Child Protection Social Worker (MCFD)	Document and make a report to Child Protection Social Worker (MCFD)	Discuss with Principal
Inform the Superintendent	Inform the Superintendent	Call Child Protection Social Worker if further advice needed (MCFD)
Inform the Principal	Inform the Principal (Do not do this if suspected abuser is the Principal or Vice Principal)	Principal informs the Superintendent & RCMP
DO NOT inform parents	DO NOT inform parents	DO NOT inform parents
DO NOT inform suspected abuser	DO NOT inform suspected abuser	DO NOT inform suspected abuser
DO NOT inform any other parties	DO NOT inform any other parties	DO NOT inform any other parties

MCFD	1 800 663-9122 (24 hours)
Superintendent of Schools	604.903.3449
Administrator of Safe & Healthy Schools	604.903.4621
Police Non-Emergency Line	604.985.1311

If a child/youth is in **imminent danger**, police should be called first. Call **911**.

If **further clarification, advice or assistance** is needed about these procedures, please contact the Superintendent or the Administrator of Safe and Healthy Schools.

A Summary for Parents Reporting Alleged Child/Youth Abuse

Suspected Abuser <u>IS NOT</u> an Employee of the School District, Contract Service Provider, or Volunteer	Suspected Abuser <u>IS</u> a School District Employee, Contract Service Provider, or Volunteer	Suspected Abuser is <u>Another Child/Youth</u>
Document and make a report to Child Protection Social Worker (MCFD)	Document and make a report to Child Protection Social Worker (MCFD)	Discuss with Principal
Inform the RCMP	Inform Superintendent and RCMP	Call Child Protection Social Worker if further advice needed (MCFD)
	Inform the Principal (Do not do this if suspected abuser is the Principal or Vice Principal)	
DO NOT inform suspected abuser	DO NOT inform suspected abuser	
DO NOT inform any other parties	DO NOT inform any other parties	

MCFD	1 800 663-9122 (24 hours)
Superintendent of Schools	604.903.3449
Administrator of Safe & Healthy Schools	604.903.4621
Police Non-Emergency Line	604.985.1311

If a child/youth is in **imminent danger**, police should be called first. Call **911**.

If **further clarification, advice or assistance** is needed about these procedures, please contact Superintendent or the Administrator of Safe and Healthy Schools.

A. Duty to Report

1. The **legal duty** to report is the responsibility of each individual.
2. Any person with **reason to believe** that a child/youth needs protection, or is likely to need protection, has a duty to report directly to a Child Protection Social Worker at the Ministry of Children and Family Development.

*If you have any doubts or questions about the Ministry of Children and Family Development term “**reason to believe**,” contact the Child Protection Social Worker and seek advice. Also, if you have any **doubts** about whether a report should be made, or whether further questions need to be asked, contact the Child Protection Social Worker and seek advice.*

Keep in mind that:

- *You do not need proof – it is the Child Welfare Workers job to determine whether abuse or neglect has taken place; your role is to report your concerns, including any disclosures or indicators that you have witnessed.*
- *It does not matter if you think someone else is reporting the situation – you still must make a report.*
- *It does not matter if a Child Welfare Worker is already involved with the child/youth – you still must make a report.*

3. Inform the Superintendent after Child Protection Social Worker has been called.

Inform the SUPT's office by email (superintendent@sd44.ca) or by phone (604-903-3449). Please provide the following information:

- Your name
- School
- Date the call was made
- Who made the call (if not you)
- Note if your Principal is aware
- Note if you needed to involve S/H Schools Admin (S. Dohm)
- Note if you needed to involve RCMP
- Note if the suspected abuser is a staff member, or another child

Do not provide specific details about the call, such as the student's name or the alleged suspected abuser. If needed, the Superintendent's office will follow-up with you.

4. Informing another person (e.g. colleague, Principal) **does not** discharge your **legal duty** to report directly to a Child Protection Social Worker.
5. If a child/youth is in **imminent danger**, police should be called first. Call **911**.

B. Reporting Procedures

1. When the suspected abuser is an **adult *outside* the school system**:
 - Document the information on the “Report of Suspected Child/Youth Abuse or Neglect” form (attached)
 - Immediately report the incident to a **Child Protection Social Worker** at the Ministry of Children and Family Development – 1 800 663-9122 (24 hours)
 - Employees must inform the Superintendent.
 - Inform the **Principal** of the school of your report
 - **Do not inform** parent(s), suspected abuser or any other parties.

2. When the suspected abuser is a **school district employee, contract service provider or a volunteer**:
 - Document the information on the “Report of Suspected Child/Youth Abuse or Neglect” form (attached)
 - Immediately report the incident to a **Child Protection Social Worker** at the Ministry of Children and Family Development – 1 800 663-9122 (24 hours)
 - Inform the Superintendent. The Superintendent, in consultation with HR will determine if an investigation by school district is warranted.
 - If a parent is reporting, they must inform the RCMP.
 - Inform the **Principal** of the school of your report
 - **Do not inform** parent(s), suspected abuser or any other parties.

3. When the **abuser is a child/youth**:
 - Notify and consult with the Principal of the school. It may or may not result in a report to the Ministry of Children and Family Development.

Suggestions for supporting the child/youth during a disclosure

When it becomes apparent that a child/youth may be communicating to you verbally or non-verbally that they need support;

1. Remain calm and proceed slowly. Set aside the time needed to listen carefully to the student and be supportive.
2. Listen to the child/youth as they tell their story. Allow the child/youth to communicate at their pace and comfort level. Document only the facts as the student has told them to you.
3. Wherever possible, questions should be framed in an open-ended manner. Leave more detailed questioning to MCFD and/or RCMP.
4. Reassure the child/youth that they have not done anything wrong in sharing this information and that doing so will lead to accessing help.
5. Be honest and up front about the fact that you will need to share this information with people who are specialized in helping children and their families. Reassure the child/youth that you will inform them of what will happen next.
6. Ensure that supports are in place for the child/youth. Clarify with MCFD what the counsellor’s role will be during the investigative phase.

A CHECKLIST

1. Before you call a Child Protection Social Worker in the Ministry of Children and Family Development have the following information at hand, if available:

Student information

- name
 - address
 - date of birth
 - phone number(s)
 - parent(s) name(s)
 - grade level and teacher
 - siblings
- **NVSD Employees** - The “Report of Suspected Child/Youth Abuse or Neglect” form, is available in:
 - The school office
 - Portal > District > Forms > Safe and Healthy Schools
 - Safe and Healthy Schools Binder

If the form is unavailable make notes regarding the details of the allegation.

- **Parents** – please consult the [Ministry website](#) for further information on Reporting Child/Youth Abuse in BC
2. Phone **1-800-663-9122 (24 hours)** and request to talk to a Child Protection Social Worker. E.g. **“I would like to talk to a Child Protection Social Worker about an allegation of abuse.”**
 - Detail and clarify your reason(s) for the child/youth needing protection to a Child Protection Social Worker
 - Request information about the next step(s)
 - Request that the Child Protection Social Worker phone you about the results of their assessment
 3. Put the “Report of Suspected Child/Youth Abuse or Neglect” form or your summary in an envelope, seal it, sign it, and store it in a safe and secure place.

CONFIDENTIAL

PLEASE PRINT AND PROVIDE DETAILS

School District No. _____ **School Name:** _____

1. Record of the Verbal Report:

Name of person to whom you reported: _____

Position: _____

Phone Number: _____ **Fax:** _____

Office Address: _____

2. Student Information:

Name: _____

Date of Birth (d/m/y): _____ **Age:** _____

Student's current home address: _____

Grade: _____

Classroom or Homeroom teacher: _____

Name and Address of person(s) who has legal custody of the child/youth at the time of this report: _____

Phone Number: _____

Special Needs, if any, including any barriers to communication: _____

Sibling names, ages, and schools, if known: _____

3. Attach all of the child's/youth's writing, drawing, or artwork that supports this report. Sign and date them.

4. Information from the Student's disclosure or your reasons to believe the Student has been or is likely to be abused (conversation, events, observations or circumstances): _____

5. Document any information the Child Protection Social Worker (CPSW) shared with you: _____

6. Date (m/d/y) _____ **Time:** _____

- **Secure the original copy of the report for yourself (including supporting notes and documents) in a secure and confidential place. Do not share this confidential information with anyone other than the Child Protection Social Worker (CPSW), the Police or as required by law.**
- **Mail a copy of the report including supporting notes and documents to the Ministry of Children and Families if requested to do so.**

NOTE: Record only facts and observations