

## **PROCEDURES AND GUIDELINES FOR REPORTING CASES OF A CHILD IN NEED OF PROTECTION**

The principal and/or staff member shall gather and prepare, in written form, the following information before reporting:

- name of child
- child's birth date
- child's address
- name of the parent
- facts of the disclosure or observation
- other pertinent school or family information

The role of school personnel, including teachers, administrators, counselors, social workers, supervisory personnel, parent volunteers, paraprofessionals and support staff is to:

- Cooperate with police and other professionals involved in the investigation of child abuse
  - Monitor the progress of the child, and share information regarding the child as required throughout the investigation, assessment, and treatment of the child and his or her family; and,
  - Provide academic, social and emotional support to the child.
- The staff member shall not interview the child. If uncertain, consult with administration, counselor or social services.
  - The staff member shall not advise the parents. When necessary, parents will be advised by the investigating social worker or supervisor.
  - Information about the disclosure or evidence of the need for protection is not to be filed in the student record folder.
  - The information must be kept confidential and not shared with others.

### **Reporting to Department of Social Services**

8:00 a.m. to 5:00 p.m.                      Provincial: 1-844-787-3760 Federal: 306-782-8838
After Hours: Call the provincial number above to be transferred to Mobile Crisis Services
Record the name of the individual you make the report to and if a worker will be coming to the school; record his/her name also.
Ask for a follow up call to the school within 24 hours of the initial investigation.
- OR -    The local detachment of the RCMP

### **Principal Follow Up:**

After a report of a child in need of protection has been made the principal will:

- Permit Social Services personnel to conduct an interview on school premises without parental notification.
- Should a follow up interview occur on school premises, request that Social Services personnel complete a report of the interview.
- Advise the Director or designate of the report and interview.
- Keep confidential documentation of the incident or disclosure.

Legal Reference: Section 85, 87, 109, 175, 231 Education Act  
Section 11, 12, 81 Child and Family Services Act  
Provincial Child Abuse Protocol 2014

**Updated: November 2006, January 2013, December 2015**