

XXXX: CHILD PROTECTION (A/P)

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BACKGROUND

The Board of Education recognizes its responsibility to ensure the safety and well-being of all students.

The district requires that any suspected instances of a child in need of protection (physical, emotional or sexual) by any adult be dealt with in accordance with applicable legislation.

PROCEDURE

1. Legal Responsibility

- 1.1. Under Section 14 of the *Child, Family and Community Service Act* (CFCSA), any person who has reason to believe that a child may be in need of protection **must immediately report** that belief to a child welfare worker (Ministry of Children and Family Development or a Delegated Aboriginal Agency, USMA)
- 1.2. This duty applies to all adults, including Board employees, contractors, and volunteers, and **cannot be delegated or transferred** to anyone else.
- 1.3. Failure to report suspected abuse or neglect is an offence under the CFCSA.

2. Situations Requiring a Report

A report must be made when a person has reason to believe that a child:

- Has been, or is likely to be, physically harmed, sexually abused, or sexually exploited.
- Is being emotionally harmed by the parent’s or guardian’s conduct.
- Is being neglected, including failure to provide adequate food, shelter, clothing, medical care, or supervision; or
- Is living in an environment where there is domestic violence or other serious risk to their safety and well-being.

3. Reporting Procedures

- 3.1. **Immediate Reporting:**
Any employee or volunteer who suspects or receives disclosure of child abuse or neglect must contact a child welfare worker directly. Reports are to be made as soon as possible by phoning:
 - 1-800-663-9122, or
 - USMA - Delegated Aboriginal Agency – Monday to Friday 8:30-4:30 250-724-3232.
- 3.2. **Notification Within the District:**
After contacting a child welfare worker, the employee must inform the school principal or supervisor that a report has been made. The principal must ensure appropriate support for the student and maintain confidentiality.

Note: The principal or supervisor is not to investigate the matter or determine whether abuse or neglect has occurred.

3.3. Confidentiality:

All information regarding a report or suspected case of child abuse or neglect is strictly confidential and must only be shared with those directly involved in protecting the child or supporting the reporting process.

4. Documentation

- 4.1. The employee making the report must record the date, time, name of the child welfare worker contacted, a summary of the information provided, and any directions received.
- 4.2. This documentation should be kept in a secure, confidential file separate from the student's regular school record.

5. Cooperation with Child Protection Authorities

- 5.1. School staff must cooperate fully with child protection social workers, police, and other authorized agencies conducting investigations.
- 5.2. Any interviews or requests for student information will be handled in accordance with district procedures and privacy legislation.

6. Training and Awareness

- 6.1. The Superintendent or designate will ensure that all staff members are informed annually of their legal duty to report and are familiar with district procedures.
- 6.2. New employees will receive orientation on this policy and procedures as part of their onboarding process.

7. Support for Students

- 7.1. The principal will ensure that appropriate support services are made available to any student involved in a protection report or investigation, while maintaining confidentiality and minimizing disruption to learning.

REFERENCES AND RESOURCES

- [The B.C. Handbook for Action on Child Abuse and Neglect: For Service Providers](#)
- [Child, Family and Community Service Act](#)
- [Reporting Child Abuse & Neglect | Nuu-Chah-Nulth Tribal Council](#)