

REPORTING CHILD ABUSE

In accordance with the Child and Family Services Act, subsection 18 (1) which states that “ANY PERSON WHO HAS INFORMATION THAT A CHILD MAY BE IN NEED OF PROTECTION SHALL FORTHWITH REPORT THE INFORMATION TO THE DIRECTOR OF AN AGENCY AND ANY PERSON WHO FAILS TO DO SO COMMITS AN OFFENCE PUNISHABLE ON SUMMARY CONVICTION”, the following procedures shall govern the actions of any person employed by the Swan Valley School Division with respect to Child Abuse.

Procedure

1. In cases where any person employed by, or associated with, the Swan Valley School Division has reasonable or probable cause to suspect child abuse, he or she shall inform the school administrator of the school of these suspicions and of the fact that a report is being made and shall make an oral (telephone) report forthwith to one of the following:
 - CFS Dauphin Intake 1-866-834-4242 or
 - RCMP – 734-3454

The reporter shall, as a follow-up to the oral report, submit a written version of the report to the school administrator as soon as possible thereafter. (See below)

2. It is to be noted that the legal responsibility to report lies with the person who suspects the abuse. This responsibility cannot be transferred.

However, in situations where the person is unclear as to the meaning of “in need of protection” or “abuse”; he or she shall inquire or consult with the child caring agency. This inquiry or consultation is to be distinguished from formal reporting.

If, as a result of this inquiry, it is determined that there are insufficient grounds to proceed with a formal report, the person may nevertheless approach the school administrator of the school who may arrange for case conferencing or for the provision of support services from the appropriate resource people.

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3. School Division staff or persons reporting the suspected abuse shall not contact the child's family, or the suspected perpetrator, or any other persons to inform or to further investigate the cause or circumstances of the suspected abuse. The responsibility for investigation and follow-up lies with the outside agencies. In accordance with the revised 1987 Manitoba Guidelines, the Child and Family Services agency should inform the school of action taken on the report at the earliest possible time.
 4. The school shall cooperate with the authorized agencies and professionals in the mutual sharing of information necessary for the investigation and treatment process.

With the exception of the transmittal to authorized persons of information necessary in the conduct of investigation and treatment, information related to the allegations or suspicions of child abuse is to be held in strict confidence. Any written records, notations or reports are to be considered confidential, are not to be placed in the child's regular or cumulative record and are to be given to the school administrator for inclusion in a confidential file. No copies of such reports shall be made except for a copy requested, in writing, by the authorized investigating agency.

Staff Knowledge of Policy

The responsibility of ensuring that all current policies, guidelines and information be made available to every Swan Valley School Division employee lies with the Superintendent, the Business Administrator and the Administrative Council. For most recent Guidelines, see "Child Abuse – A Handbook for Manitoba Teachers – Teachers' Protocol", which includes "Manitoba Guidelines on Identifying and Reporting Child Abuse".

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Follow-up to Oral Report of Suspected Child Abuse

This report is a follow-up to an oral/phone report made on:

Day _____ Month _____ Year _____ Time _____

Name of agency and person to whom information was reported:

FROM: (Person making report)

Name: _____

Position: _____

School: _____

Home Address: _____

School Phone No. _____ Home Phone No. _____

Concerning the suspected abuse of:

Name of Child: _____

Date of Birth: _____

Address: _____

Father: _____ Address: _____

Include Surname

Phone: _____

Mother: _____ Address: _____

Include Surname

Phone: _____

Guardian/Foster Parent: _____

Address: _____

Phone: _____

Narrative description of evidence, circumstances, or events leading to suspicion of child abuse:

Any pertinent information by the child-caring agency and/or police at time of oral report?

Other comments or notes:

Signature of Person Reporting

Date

Signature of School Administrator

Date

Note: Signature of school administrator indicates only awareness that the report is being made. It does not indicate that the administrator acts as co-reporter.

THIS REPORT IS TO BE KEPT BY THE SCHOOL ADMINISTRATOR IN A CONFIDENTIAL FILE WITHIN THE SCHOOL BUILDING.