

Reporting Child Abuse and/or Neglect

The Board of Education will establish procedures to report suspected child abuse and/or neglect.

The *Child, Family and Community Service Act* imposes a duty on any person who has reason to believe that a child needs protection to promptly report the matter to a director (or delegate) of the Ministry of Children and Family Development. Failure to report in these circumstances or knowingly reporting false information constitutes an offence under the act punishable by a fine of up to \$10,000.00 or, imprisonment for up to six months.

The *Child, Family and Community Service Act* applies to children under the age of 19 years.

Under the *Child, Family and Community Service Act* the school district is authorized to provide various forms of assistance to the director (or delegate) of the Ministry of Children and Family Development in carrying out the child protection mandate. The school district will cooperate fully with the Ministry of Children and Families conducting an investigation into a child in need of protection.

Under the *Child, Family and Community Service Act* the Child, Youth and Family Advocate has the right to access any information that is in the custody or control of the school district where such information is necessary for the performance of its duties.

Under the *School Act* the definition of a school record does not include reports of child abuse or neglect.

- Student files will not contain information relating to a report of child abuse or neglect;
- The school district may refuse to release information relating to a report to the Ministry for Children and Families, where that release may threaten someone's health or safety, or interfere with a criminal investigation;
- If parents or students wish to access information pertaining to a report of abuse, they may seek to do so through a formal Freedom of Information request.

Sto:Lo First Nation Aboriginal Services

- The Sto:Lo Nation Xyolhemeylh Child and Family Service Agency has full delegation under the *Child, Family and Community Service Act (Section 90)*.
- The Sto:Lo Nation Xyolhemeylh Child and Family Service Agency provides child protection services and

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

ABUSER	PARENT/GUARDIAN	SCHOOL DISTRICT PERSONNEL	OTHER ADULTS	OTHER CHILDREN (under the age of 16 yrs)
Step One	The district employee reports the information or incident to the Ministry of Children and Family Development.	The district employee reports the information or incident to the Ministry of Children and Family Development.	The district employee reports the information or incident to the Ministry of Children and Family Development.	The district employee advises the principal that (s)he has grounds to suspect child abuse by another student.
Step Two	The district employee formally advises the principal that s(he) has grounds to suspect child abuse.	The district employee formally advises the principal that s(he) has grounds to suspect child abuse.	The district employee formally advises the principal that s(he) has grounds to suspect child abuse.	The district employee reports the incident or information to the Ministry of Children and Family Development.
Step Three	The principal advises the Superintendent (or delegate) of the report to the Ministry of Children and Family Development.	The principal advises the Superintendent (or delegate) of the report to the Ministry of Children and Family Development (If the alleged abuser is the principal, the district employee advises the Superintendent)	The principal advises the Superintendent (or delegate) of the report to the Ministry of Children and Family Development	The principal advises the Superintendent (or delegate) of the report to the Ministry of Children and Family Development
Step Four	If the incident occurred at a school district activity whether during school hours or not, a Schools Protection Program Incident Report Form must be completed and forwarded immediately to the Secretary-Treasurer's office. The Secretary-Treasurer will immediately notify the Risk Management Branch of the incident.	If the incident occurred at a school district activity whether during school hours or not, a Schools Protection Program Incident Report Form must be completed and forwarded immediately to the Secretary-Treasurer's office. The Secretary-Treasurer will immediately notify the Risk Management Branch of the incident.	If the incident occurred at a school district activity whether during school hours or not, a Schools Protection Program Incident Report Form must be completed and forwarded immediately to the Secretary-Treasurer's office. The Secretary-Treasurer will immediately notify the Risk Management Branch of the incident.	If the incident occurred at a school district activity whether during school hours or not, a Schools Protection Program Incident Report Form must be completed and forwarded immediately to the Secretary-Treasurer's office. The Secretary-Treasurer will immediately notify the Risk Management Branch of the incident.
Step Five	The investigation is under the authority of the Ministry of Children and Family Development and/or the RCMP.	The investigation is under the authority of the Ministry of Children and Family Development and/or the RCMP.	The investigation is under the authority of the Ministry of Children and Family Development and/or the RCMP.	The investigation is under the authority of the Ministry of Children and Family Development and/or the RCMP.

Date Adopted: February 2001

Date Amended: January 2005

Legal Reference: The Child, Family and Community Service Act

*Cross Reference: [Criminal Record Checks Administrative Procedure #105](#)
[Emergency and Critical Incident Administrative Procedure #106](#)
[Student Records Administrative Procedure #316](#)*

Resources: Ministry of Children and Family Development-Handbook for Action on Child Abuse and Neglect 2003