

APPENDIX B

GUIDELINES FOR MAKING A VERBAL REPORT TO THE CHILD PROTECTION SOCIAL WORKER OR R.C.M.P.

1. When a teacher believes that a child (under 19 years) has been, or is likely to be, physically harmed, sexually abused or sexually exploited by a parent or other person or needs protection under Section 13 (a) to (k) of the *Child, Family and Community Service Act*, he/she must report the matter to a Child Protection Social Worker at the Intake Office 930-6570.
2. The teacher should have the following information:

About the student and family

- (a) the student's full name, home address, telephone number, age, gender, grade and teacher;
- (b) who has legal custody of the student;
- (c) the location of the student;
- (d) names, phone numbers and addresses of parents or caregivers;
- (e) sibling's names, ages and schools;
- (f) special needs of student, if any;
- (g) the student's mode of communication and any barriers to communications that may be encountered (language spoken at home, need of interpreter);
- (h) the alleged offender's name if known.

The reason to believe that the student has been abused or neglected

- (a) any immediate concerns about the student's safety;
- (b) any physical, emotional, sexual, behavioural indicators observed;
- (c) information regarding alleged offender(s);
- (d) the date and time of the disclosure;
- (e) how the disclosure was made or how the information was received (e.g. "journal", noticed cigarette burns on face);
- (f) any statements or disclosures made by the student;
- (g) any knowledge of previous incidents or concerns regarding abuse or neglect;
- (h) names of other witnesses or persons mentioned in the disclosure or as part of the report;
- (i) any information as to why you believe the child is in need of protection.

Other information that might be important

- (a) other students who may be affected;
- (b) information about other persons or agencies closely involved with the student and/or family;
- (c) information about the time the student arrives at school or leaves for home;
- (d) any other relevant information concerning the student and/or family such as cultural issues.

Once the reporter has given the information to the Child Protection Social Worker, the reporter can ask:

- (a) for information about what will happen next;
- (b) what he or she can do to be of further assistance.

3. Obtain the full name of the Child Protection Social Worker and the phone number for where they can be reached.

You may want to ask the Child Protection Social Worker:

- (a) if you should keep the student at school or send the student home;
- (b) if he or she cannot attend to the student immediately what you should do;
- (c) what arrangements need to be made regarding alternate transportation and notification of other service providers that may be expecting the student after school (i.e. bus driver, whether the student will be attending another school, and the name address and phone number of that school);
- (d) whether the Child Protection Social Worker will be informing the R.C.M.P. and, if so, will the R.C.M.P. be coming to the school;
- (e) who will be interviewing the student at school and when will this occur;
- (f) who will have custody of the student, the address and phone number of that person;
- (g) the name of the person(s) with whom the student cannot have contact while at school.

If you are concerned about retaliation by a parent discuss this with the Child Protection Social Worker. Find out if you will need to be available to support the student during any interviews.

Advice on How to Support the Student

Ask the Child Protection Social Worker:

- (a) if there is any other information you need to locate;
- (b) for advice about concerns you may have about the student , (i.e. advice about what to do if the student does not want to wait at the school for the Child Protection Social Worker).

Informing R.C.M.P.

When a Child Protection Social Worker receives a report and believes a criminal offence may have occurred, or is occurring, he or she immediately notifies the R.C.M.P. of the matter.

Note: this information is confidential and is protected under the *Freedom of Information and Protection of Privacy Act*.