

## GUIDELINES FOR SCHOOL PERSONNEL: RESPONDING TO CHILD ABUSE AND NEGLECT

The legal duty to report is the responsibility of each individual. Any person, including school employees and RCMP officers, with reason to believe that a child needs protection has a duty to report directly to a child protection social worker.

Informing another person e.g. a colleague or a supervisor does not discharge the legal duty to report directly to a child protection social worker.

Where two or more persons each have reason to believe a child needs protection, it is acceptable for them to report by way of a joint conference call to a child protection social worker.

Reports must be made immediately. Failure to report is a serious offence under law.

	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4	SCENARIO 5
	Alleged Child Abuse/Neglect by a Parent, Caregiver, Family, Friend or Stranger	Alleged Child Abuse/Neglect by a District Employee, Contracted Service Provider or Volunteer	Alleged Abusive Behaviour at School by a Student Under Age 12	Alleged Abusive Behaviour at School by a Student 12 Years of Age and Over (Including a Young Offender)	Alleged Criminal Behaviour Outside School by a Student 12 Years of Age and Over (Including a Young Offender)
1	<ul style="list-style-type: none"> <li>Report allegations to a child protection social worker</li> <li>Call RCMP if student is in immediate danger</li> </ul>	<ul style="list-style-type: none"> <li>Report allegations to a child protection social worker</li> <li>Call RCMP if the student is in immediate danger</li> </ul>	<ul style="list-style-type: none"> <li>Notify the Principal</li> <li>Call RCMP if student is in immediate danger</li> </ul>	<ul style="list-style-type: none"> <li>Notify the Principal</li> <li>Call RCMP if student is in immediate danger</li> </ul>	<ul style="list-style-type: none"> <li>Call RCMP</li> <li>Notify the Principal</li> </ul>
2	<ul style="list-style-type: none"> <li>Notify the Principal that a report was made</li> </ul>	<ul style="list-style-type: none"> <li>Notify Principal, Supervisor and/or Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Principal assesses whether or not there is reason to believe a student is in need of protection</li> <li>Notify the child protection social worker if there is reason to believe a child is in need of protection</li> </ul>	<ul style="list-style-type: none"> <li>Principal assesses whether or not there is reason to believe a student is in need of protection</li> <li>Notify the child protection social worker if there is reason to believe a child is in need of protection</li> </ul>	<ul style="list-style-type: none"> <li>Principal assesses whether or not there is reason to believe a student is in need of protection</li> <li>Notify the child protection social worker if there is reason to believe a child is in need of protection</li> </ul>
3	<ul style="list-style-type: none"> <li>Document information on the District form "Report of Suspected Child Abuse/Neglect" (Form 325-1)</li> </ul>	<ul style="list-style-type: none"> <li>Document the information on the District form "Report of Suspected Child Abuse/Neglect" (Form 325-1)</li> </ul>	<ul style="list-style-type: none"> <li>Document the information on the District form "Report of Suspected Child Abuse/Neglect" (Form 325-1)</li> </ul>	<ul style="list-style-type: none"> <li>Document the information on the District form "Report of Suspected Child Abuse/Neglect" (Form 325-1)</li> </ul>	<ul style="list-style-type: none"> <li>Document the information on the District form "Report of Suspected Child Abuse/Neglect" (Form 325-1)</li> </ul>

M

	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4	SCENARIO 5
	Alleged Child Abuse/Neglect by a Parent, Caregiver, Family, Friend or Stranger	Alleged Child Abuse/Neglect by a District Employee, Contracted Service Provider or Volunteer	Alleged Abusive Behaviour at School by a Student Under Age 12	Alleged Abusive Behaviour at School by a Student 12 Years of Age and Over (Including a Young Offender)	Alleged Criminal Behaviour Outside School by a Student 12 Years of Age and Over (Including a Young Offender)
4	<ul style="list-style-type: none"> <li>School personnel DO NOT contact parents</li> </ul>	<ul style="list-style-type: none"> <li>School personnel DO NOT contact parents if a report is made to a child protection social worker</li> </ul>	<ul style="list-style-type: none"> <li>School personnel DO NOT contact parents if a report is made to a child protection social worker</li> </ul>	<ul style="list-style-type: none"> <li>School personnel DO NOT contact parents if a report is made to a child protection social worker</li> <li>If a student 12 years of age or over or young offender is alleged to have committed what may be a criminal offence at school, administration, at their discretion, are to contact the RCMP</li> <li>Notify the RCMP and youth probation officer of a breach of a young offender's probation order or abusive behaviour that may constitute a breach</li> </ul>	<ul style="list-style-type: none"> <li>School personnel DO NOT contact parents if a report is made to a child protection social worker.</li> <li>If a student 12 years of age or older is alleged to have committed what may be a criminal offence outside of school and that is reported to the school, personnel must contact the RCMP.</li> <li>Notify the RCMP and youth probation officer of a breach of a young offender's probation order or abusive behaviour that may constitute a breach</li> </ul>
5	<ul style="list-style-type: none"> <li>Cooperate with child protection social worker/RCMP during investigation</li> <li>Provide information requested by child protection social worker/RCMP</li> <li>Child protection social worker MUST report back to you</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent, child protection social worker and RCMP collaborate on initial response and parental contact</li> <li>Coordinated investigations are conducted</li> <li>Provide information requested by child protection social worker, RCMP or Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with child protection social worker or RCMP during investigation</li> <li>Provide information requested by child protection social worker, RCMP and/or Principal</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with child protection social worker or RCMP during investigation</li> <li>Provide information requested by child protection social worker, RCMP and/or principal</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with RCMP or child protection social worker during investigation.</li> <li>Provide information requested by child protection social worker, RCMP and/or principal</li> </ul>
6	<ul style="list-style-type: none"> <li>Provide support to the student and follow-up response as needed</li> </ul>	<ul style="list-style-type: none"> <li>Provide support to the student and follow-up response as needed</li> </ul>	<ul style="list-style-type: none"> <li>Provide support to the student and follow-up response as needed</li> </ul>	<ul style="list-style-type: none"> <li>Provide support to the student and follow-up response as needed</li> </ul>	<ul style="list-style-type: none"> <li>Provide support to the student and follow-up response/referral as needed</li> </ul>

Reference: Sections 7, 9, 15, 16, 17, 20, 22, 65, 79, 85, 177 School Act  
Section 13, 14 Child, Family and Community Services Act  
Freedom of Information and Protection of Privacy Act  
Section 32.2 Health Profession Act  
Section 27.1 Teacher Profession Act  
Criminal Code of Canada  
B.C. Handbook for Action on Child Abuse and Neglect –For Service Providers, 2007  
Responding to Child Welfare Concerns, 2007

Responding to Child Welfare Concerns – Your Role in Knowing When and What to Report  
Interagency Protocol for Reporting and Investigation of Child Abuse and Neglect  
Delegated Aboriginal Child and Family Services Agency Protocol  
Criminal Code of Canada  
BCTF Code of Ethics

Adopted: April 17, 2001  
Revised: June 25, 2019  
July 5, 2021