



STUDENT SERVICES 10 –Child Abuse and Neglect Prevention

Date: Sept. 27, 2010 Revised: April 3, 2017 Responsible Administrator: Associate Superintendent
Education Services

1.0 RATIONALE

Under the Child, Youth and Family Enhancement Act, staff are obliged to report suspected cases of child abuse and neglect to appropriate authorities and, to cooperate as necessary with Child and Family Services Authority, police and medical services in the investigation of alleged child abuse and neglect.

2.0 PROCESS

- 2.1 All school personnel, including administrators, teachers, support staff, and school custodians, as well as volunteers, consultants, specialists and bus drivers shall be familiar with, and guided by Policy G/II/05.
- 2.2 School principals shall ensure that all school personnel understand system expectations and their legal obligation to report suspected child abuse or neglect.

3.0 GUIDELINES

3.1 Obligation to Report

- 3.1.1 The Child, Youth and Family Enhancement Act outlines the legal obligation to report suspected neglect or abuse to the Child and Family Services Authority.

3.2 Obligation to Cooperate with Investigation

- 3.2.1 School system staff has a legal obligation and moral responsibility to work collaboratively with those involved in investigating alleged cases of child abuse or neglect.

References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*
 Child, Youth and Family Enhancement Act
 Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
 Confirmation of Report to Alberta Child and Family Services
 Children First Act, 2014
 Guide to Education
 Freedom of Information and Protection of Privacy Act (FOIP)



STUDENT SERVICES 10 –Child Abuse and Neglect Prevention

Date: Sept. 27, 2010 Revised: April 3, 2017 Responsible Administrator: Associate Superintendent
Education Services

4.0 PROCEDURES

4.1 Reporting

4.1.1 Internal Reporting

4.1.1.1 Any staff member having reasonable and probable grounds to believe that a student has been subjected to abuse or neglect, or who is concerned about abuse or neglect of a student, may consult with their principal, the vice principal, their school counsellor, the Coordinator of Learning Support or the Director of Learning Support.

4.1.1.2 If a staff member has reported suspected abuse or neglect of a child and remains uncertain of the child's safety following the report, they may pass information on to the Director of Learning Support who may contact the appropriate Child and Family Services Director.

4.1.1.3 It is possible that allegations of child abuse may be made against teachers or other school personnel. In all such cases, the Superintendent or the Associate Superintendent, Human Resources shall be informed, whether the report originates in the school or elsewhere.

4.1.2 External Reporting

4.1.2.1 The staff member who has received the report has the legal obligation to contact the appropriate authorities of Child and Family Services. When such a report is made to Child and Family Services, the staff member shall inform the principal/designate or school counsellor that a report has been made.

4.1.2.2 The principal or designate shall ensure that a record of each report to Child and Family Services is recorded on the Confirmation of Report to Alberta Child and Family Services form. This form shall be stored confidentially in a counselling file or with the Director of Learning Support and not in the Cumulative Record.

References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*
Child, Youth and Family Enhancement Act
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Confirmation of Report to Alberta Child and Family Services
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)



STUDENT SERVICES 10 –Child Abuse and Neglect Prevention

Date: Sept. 27, 2010 Revised: April 3, 2017 Responsible Administrator: Associate Superintendent
Education Services

4.1.2.3 Knowledge of a suspected case of child abuse or neglect is confidential and the details of a report to Child and Family Services shall be restricted to the staff member initiating the report and the school professionals they consulted within 4.1.1.1 of this administrative practice. Information should be disclosed in a manner that balances the safety of a child with confidentiality.

4.2 Cooperation with Investigation

4.2.1 Access to Students

4.2.1.1 The Child, Youth and Family Enhancement Act mandates investigation of suspected child abuse or neglect and provides authority for Child and Family Services workers and peace officers to enter schools. Access to students for investigative purposes may be required where the student is an alleged victim of abuse or neglect. Investigators are expected to consider the convenience of school and student when negotiating a time for access.

4.2.2 The principal shall ask the Child and Family Services worker or peace officer to present identification, and to provide an explanation as to the nature of the investigation being conducted, to state reasons for wanting to conduct the interview in the school and to complete Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure.

4.2.3 Notification of Parents

4.2.3.1 The responsibility for notifying parents about an investigation is that of the external investigator. The principal should clarify with the investigator when contact with the parents will be made.

References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*
Child, Youth and Family Enhancement Act
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Confirmation of Report to Alberta Child and Family Services
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)



STUDENT SERVICES 10 –Child Abuse and Neglect Prevention

Date: Sept. 27, 2010 Revised: April 3, 2017 Responsible Administrator: Associate Superintendent
Education Services

4.2.4 Presence of School Personnel during Investigative Interview

4.2.4.1 The principal's responsibility for the safety and welfare of students is discharged by cooperating with Child and Family Services and peace officer investigations.

4.2.5 Investigative Interviews with School Staff

4.2.5.1 Child and Family Services or police authorities, investigating a complaint of child abuse or neglect from whatever source, may wish to interview teachers or other school personnel having regular contact with the student or having other specific information pertinent to the investigation. The principal will assist the investigators by identifying and facilitating these contacts, subject to compliance with privacy obligations provided for in the Freedom of Information and Protection of Privacy Act and Board policy and administrative practices.

4.3 Child Personal Safety Education

4.3.1 Principals of primary schools shall ensure implementation of the child personal safety education unit in the program of studies.

References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*
Child, Youth and Family Enhancement Act
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Confirmation of Report to Alberta Child and Family Services
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)