



## **STUDENT SERVICES 10 –Child Abuse and Neglect Prevention**

Date: Sept. 27, 2010 Revised: Oct. 24, 2014 Responsible Administrator: Associate Superintendent  
Student Services

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### **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, also, 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/12.
- 2.2 School principals shall ensure that all school personnel and volunteers understand system expectations, prescribed behaviors by adults, and the physical, behavioral and emotional indicators of child abuse and 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.

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References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*  
*School Act*  
*Child, Youth and Family Enhancement Act*  
*Student Services Form, Alberta Child and Family Services Disclosure*



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### 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 system psychologist, or the Director of Learning Support.

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

4.1.1.3 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.

##### 4.1.2 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 must inform the principal 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 and not in the Cumulative Record.

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

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restricted to the staff member initiating the report and the school professionals they consulted within 4.1.1.1. 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 is 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 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.

#### 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 and assisting with Child and Family Services and peace officer investigations.

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### 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.

### 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.

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