

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
REPORTING CONCERNS ABOUT A CHILD IN NEED OF PROTECTION	JLF

I. POLICY

The Louis Riel School Division (Division) holds as paramount the safety and well-being of students. The Division recognizes that school staff, due to their access to children, are in a unique position to identify and report children in need of protection.

Accordingly, the Division requires school staff who believe a child may be in need of protection—including a child who may be experiencing neglect and/or physical, sexual and/or emotional abuse—to report their concerns to a child protection agency, as outlined in the GUIDELINES and PROCEDURES below.

II. GUIDELINES

1. As mandated by [The Child and Family Services Act](#), any person who has information that leads the person to reasonably believe that a child is, or might be, in need of protection (see section 17 of the Act) has a legal obligation to report this information to a child and family services (CFS) agency or, if deemed appropriate (see subsection 18(1.1) of the Act), to the parent(s) or guardian(s). These legal requirements supersede all internal organizational policies and procedures. Where a child is in immediate danger, call 911.
2. Failing to promptly report suspected child abuse is a serious offence under The Child and Family Services Act, and carries a maximum penalty of \$50,000 or imprisonment of 24 months, or both. School staff who fail to meet their duty to report abuse may be subject to disciplinary consequences by the Division and/or relevant licensing bodies.
3. Protocols outlined in [Reporting of Child Protection and Child Abuse: Handbook and Protocols for Manitoba Services Providers](#) (August 2013) shall guide the responses of school staff to information that indicates a child is in need of protection. Pages 99-107 of the document present the Mandatory Child Abuse Reporting Protocol for School Staff. The document defines “school staff” as “all employees and volunteers within the school setting (ex: teachers, educational assistants, [secretaries], volunteers, guidance counsellors, principals, janitors, nurses, bus drivers, librarians, speech therapists [and other clinicians], coaches and so on)”. The same definition applies throughout the current POLICY.
4. School staff shall document all reports made to a CFS agency related to a child in need of protection, including suspected child abuse, by using the [LRSD Follow Up to Oral Report of a Child in Need of Protection app](#).

Adopted:	June 21, 2005	Legal References: The Child and Family Services Act
Revised:	June 16, 2020; September 16, 2025	

III. PROCEDURES

1. The School Principal or Supervisor will ensure that school staff are aware of the provincial protocol for reporting concerns about children in need of protection.
2. The School Principal or Supervisor will instruct all school staff to initiate an oral report to a CFS agency when they have concerns that a child may be in need of protection and will provide support as necessary.
3. The initiator of the oral report to the agency will document that a report has been made using the [LRSD Follow Up to Oral Report of a Child in Need of Protection app](#). Where school staff does not have access to the app (for example, casual employees or volunteers), the Principal or Supervisor (or designate) will document the report on their behalf.
4. The Superintendent of Schools (or designate) will ensure that documentation reports made under PROCEDURE 3 are stored in a secure and confidential database.
5. The Superintendent of Schools (or designate) will provide copies of documentation reports made under PROCEDURE 3 to the concerned CFS agency, upon request.
6. The School Principal or Supervisor will inform all school staff that any records of reports of a child in need of protection made and kept by school staff during their employment with (or in the case of volunteers, association with) the Division, is in the Division's custody and control and may be requested by the Superintendent of Schools (or designate), a child protection agency or a police service, as circumstances so warrant. School staff receiving such a request must inform their Principal or Supervisor who, in turn, shall inform the Superintendent of Schools (or designate).
7. Irrespective of whether the reporting party is school staff, when reports of child abuse cause child protection personnel to interview a child at school, the Principal (or designate) will be present at the interview unless the child expresses a preference to be interviewed without school staff present.
8. Any school staff present at an interview as specified in Procedure 7 shall act only as an observer and shall refrain from any participation in the interview.
9. Irrespective of the circumstances attending reports of a child in need of protection, including interviews of a child that occur in school, notification of parents/guardians shall remain the responsibility of child protection personnel.
10. Following consultation with a CFS agency about a child in need of protection, a Principal or Supervisor with significant concerns about a child's safety shall consult with the Superintendent of Schools (or designate) if the agency decides not to follow up formally or suggests other interventions.
11. The [Criminal Code](#) supersedes all other legislation, including [The Labour Relations Act](#), the [MTS Code of Professional Practice](#), and divisional policies and protocols. Therefore, a Principal or Supervisor who receives information about an allegation or concern involving school staff must be seen to act objectively and:
 - must not differentiate follow-up because of the reputation, length of experience or employment status (permanent, term, casual, volunteer) of a school staff member who is the focus of an allegation;

Adopted:	June 21, 2005	Legal References: The Child and Family Services Act
Revised:	June 16, 2020; September 16, 2025	

	REPORTING CONCERNS ABOUT A CHILD IN NEED OF PROTECTION	N.E.P.N. CODE:	JLF
--	---	---------------------------	------------

- must only investigate the allegation in consultation with the appropriate child protection agency and the Superintendent of Schools or designate;
- must only notify the school staff who is the focus of the allegation or concern and/or the parent/guardian of the child if directed to do so by the CFS agency.

Adopted:	June 21, 2005	Legal References: The Child and Family Services Act
Revised:	June 16, 2020; September 16, 2025	