

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
REPORTING CONCERNS ABOUT CHILD ABUSE	JLF

I. POLICY

The Louis Riel School Division holds as paramount the safety and well-being of students.

Accordingly, the Division believes it imperative that a student who may be in need of protection, or who may be experiencing physical, sexual or emotional abuse, receive the necessary support of the appropriate divisional and community agencies.

II. GUIDELINES

1. Protocols outlined in the [Reporting of Child Protection and Child Abuse: Handbook and Protocols for Manitoba Services Providers](#) August 2013 publication shall guide the responses of divisional and school personnel to information that indicates students are in need of protection.
2. Divisional and/or school personnel shall document all reports made to Child and Family Services of suspected child abuse by using the [Follow up to Oral Report of Suspected Child Abuse form](#) and sending a copy to the Superintendent of Schools.

III. PROCEDURES

1. School administrators will ensure that school staffs are aware of the provincial protocol for reporting concerns about child abuse.
2. The school administrator will instruct all school staff to report to a school administrator all concerns that a student may be in need of protection and will work together to initiate an oral report to Child & Family Services.
3. The initiator of the oral report to the agency will complete the [Follow up to Oral Report of Suspected Child Abuse form](#) to document both the report and any follow-up required by the provincial protocol. The school administrator shall forward one copy to the Superintendent of Schools and e-mail the Superintendent of Schools (or designate) to advise that a hard copy report will follow.
4. The Superintendent of Schools will ensure the maintenance of written reports on a confidential database.

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

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5. The Superintendent of Schools will provide copies of the written report consistent with any consultation with agencies to whom concerns are reported.
6. The school administrator will inform all staff that any records of reports of child abuse made and kept by staff during their employment with the Division, is in the Division's custody and control and may be requested by the Superintendent of Schools (or designate) or child protection agencies, as circumstances so warrant.
7. Irrespective of whether the reporting party is school-based personnel, when reports of child abuse cause child protection personnel to interview a child at school, the Principal or designated school personnel will be present at the interview unless the child expresses a preference to be interviewed without school personnel present.
8. Any school personnel present at an interview as specified in Procedure 7 shall act only as an observer and refrain from any participation in the interview.
9. Irrespective of the circumstances attending reports of child abuse, including interviews of a child that occur in school, notification of parents/guardians about allegations or reports of a child having been abused shall remain the responsibility of child protection personnel.
10. Following consultation with a child protection agency about alleged incidents of child abuse, a Principal 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](#), and the [MTS code of Professional Practice](#) or existing communication protocols. Therefore, an administrator or supervisor that receives information about an allegation or concern involving a staff member must be seen to act objectively and:
 - should not differentiate follow-up because of the reputation, length of experience or employment status (term; permanent) of a staff member who is the focus of an allegation
 - should only investigate the allegation in consultation with the appropriate child protection agency and the Superintendent of Schools or designate
 - should only notify the staff member or the parent/guardian of the child, with authorization for the aforementioned parties.

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