



Chilliwack School District
"Partners In Learning"

ADMINISTRATIVE REGULATION 424.1

REPORTING CHILD ABUSE AND NEGLECT

When reporting suspected child abuse and neglect, all school district personnel are required to complete the Report of Suspected Child Abuse and Neglect form and to follow the guidelines for maintaining confidentiality and security of information.

Cross Refs:

Adopted: January 25, 2000

Reviewed:

Revised:

424.1 (AR)

CONFIDENTIAL
**REPORT OF SUSPECTED CHILD
ABUSE/NEGLECT**

Name of School: _____

PERSON MAKING THE VERBAL REPORT:

Name: _____

Role or Position: _____

STUDENT INFORMATION

Name: _____

Current Address: _____

Date of Birth (y/m/d) _____

Grade _____ Age _____ Male Female

Home Telephone: _____

Parent/Guardian: _____

Address of Guardian (if different than above)

Special needs, if any, including barriers to communication

Name of Elementary Classroom Teacher, Advisor or Middle/Secondary Counsellor:

Siblings' names, ages and schools (if known)

RECORD OF VERBAL REPORT - record the information from the student's disclosure (conversations, events, observations or circumstances) and the date you formulated the reason to believe that the child has been or possibly may be abuse or neglected.

RECORD OF REPORT TO MINISTRY FOR CHILDREN AND FAMILIES/XYOLHEMEYLH - a child protection social worker **must be contacted** if you form the reason to believe a child has been or is likely to be abused or neglected.

Name of Person to whom you reported: _____

Position: _____

Date and Time of Verbal Report: _____

Information/direction from the Ministry for Children and Families/Xyolhemeylh:

RECORD OF REPORT TO RCMP - police should be called if a child is in immediate danger or if a criminal offence has occurred or is occurring. Also you must report your concerns to a child protection social worker.

Name of Person to whom you reported: _____

Position: _____

Date and Time of Verbal Report: _____

Information/direction from the RCMP:

RECORD OF CONVERSATION WITH SCHOOL DISTRICT

SUPERINTENDENT - The Superintendent of Schools must be **immediately notified** when a report of suspected abuse by a school employee, contracted service provided or school volunteer is made to a child protection social worker and/or RCMP.

Name of Person to whom you reported: _____

Position: _____

Date and Time of Verbal Report: _____

SIGNATURE _____

NAME (please print) _____

Date _____

GUIDELINES FOR MAINTAINING CONFIDENTIALITY AND SECURITY OF YOUR NOTES

Place this document, any other notes, art work, journal entries, etc. in a sealed envelope. Do not share this information with anyone other than the child protection social worker, the police or as required by law.

Sign your name and write the date diagonally across the seal of the envelope.

Write the student's name in the top right hand corner of the envelope. Write CONFIDENTIAL under the student's name.

Forward the sealed envelope to STUDENT SERVICES, ATTENTION ADMINISTRATIVE OFFICER. The envelope will be housed in a secure file at Student Services.