



# Child Abuse Guidelines

June 2008

# GUIDELINES FOR REPORTING CHILD ABUSE

## Duty to Report

Every person who has reasonable grounds to believe that a child is in need of protection shall report that information to an officer (child protection worker of Saskatchewan Social Services) or Peace Officer (Police Officer).

*-Section 12(1) Child and Family Services Act*

Any person who contravenes section 12(1) is guilty of an offence and liable on a summary conviction to a fine of not more than \$5,000.00 or to an imprisonment for a term of not more than six months or to both fine and imprisonment.

No action lies against a person who makes a report pursuant to section 12(1) unless that person makes it maliciously and without reasonable grounds for his or her belief.

*-Child and Family Services Act  
Province of Saskatchewan*

## **DEFINITIONS**

APPREHENSION ORDER	Means the official document of Saskatchewan Social Services giving social services the right to be the legal guardian to the child.
CHILD	Means, except where a contrary intention is expressed, an unmarried person actually or apparently under 16 years of age, as defined by the Child and Family Services Act.
DESIGNATE	Means any person or agency to who Saskatchewan Social Services has referred a child and/or family for service, and in such capacity acts in the best interest of the child.
GUARDIAN	Means the parent, legal custodian, or person with de facto custody of the child, who is responsible for the welfare of the child.
OFFICER	May mean either or both of:  a) <u>Officer of Saskatchewan Social Services</u>  A person appointed by the Minister of Saskatchewan Social Services to enforce the Child and Family Services Act.  b) <u>Peace Officer</u>  As defined in the Criminal Code of Canada (Section 3); or more commonly referred to as a police officer.
SASKATOON CHILD CENTRE	Means the interagency facility designated for the purpose of conducting coordinated sexual abuse investigations.

### **Circumstances in which a Child is in Need of Protection**

- child physical abuse,
- child sexual abuse,
- emotional maltreatment of a child,
- parental failure to provide essential medical treatment to a child, or failure to remedy a mental, emotional or developmental condition of a child,
- exposure of a child to domestic violence or severe domestic disharmony,
- child neglect or abandonment,
- children under 12 who have committed criminal offences and cannot be charged under the Young Offenders Act because of their age, but require services to prevent a recurrence.

### **Responsibilities For School Division Personnel**

- to report all suspected cases of child abuse or neglect.
- to facilitate contact with the child by child protection workers and/or the police after receiving appropriate identification.
- to support and monitor the progress of a child and share information with Social Services and/or the police as required throughout the investigation.
- to complete the attached reporting form and to hand deliver the reporting form to the office of the Director.
- to keep all information confidential and on a need-to-know basis.

### **Procedures for Reporting**

1. Each employee of the school division who believes that a child may be in need of protection shall report that information to one of the following agencies:

Ministry of Social Services	
• City Intake	933-6077
• Rural Intake	933-5069
	1-800-274-8297
Saskatoon Police Services	975-8300
R.C.M.P. (Saskatoon District)	975-5173
R.C.M.P. (Humboldt)	682-2535
R.C.M.P. (Biggar)	948-6600
Mobile Crisis Line (after hours)	933-6200

2. When appropriate and without reasonable delay the report should be made in consultation with the principal.
3. Consultations with Social Services are encouraged and should be documented.
4. The employee reporting the suspected abuse or neglect should maintain a factual record of all evidence and information to aid both reporting and recall.
5. Upon completion of a report of suspected abuse, the Employee Report of Suspected Abuse Form (attached) must be hand delivered to the office of the Director.
6. Any information subsequent to the report should be documented and appropriately stored apart from other student records.

### **Interviewing the Child**

The responsibility of Saskatchewan Social Services and the Police:

- In cases of suspected abuse it may be necessary for Saskatchewan Social Services or the Police to interview the child in the school setting and without parental consent.
- School division personnel are not to inform the parent(s) of the interview(s) or the circumstances of an investigation.
- The agency initiating the interview should:
  - phone prior to the interview to make arrangements for the interview.
  - provide identification (name/agency) when they arrive at the school.
  - provide a letter authorizing their intent to interview or apprehend the child or children.
  - establish same day contact with the family of the child suspected of being abused.
  - provide a contact person to whom all questions regarding the investigation can be directed.
- The school is required to provide the necessary facilities for confidential interviews and to retain a written record of the occurrence of an interview. Ordinarily school personnel are not a part of the interview process unless it is requested by the child, by Social Services or by the Police. School division employees may choose to decline participation in the interview.
- In situations where a child is interviewed or apprehended due to suspected sexual abuse the interview may take place at the Saskatoon Child Centre; it is necessary that all relevant information be documented (name of child, name of investigator, agency represented, date - any other factual information).

Date \_\_\_\_\_

### EMPLOYEE REPORT OF SUSPECTED ABUSE

#### Section 1 – Background Information

(To be completed prior to initiating contact with Social Services or the Police)

A. Name of employee making the report \_\_\_\_\_ School \_\_\_\_\_ Phone \_\_\_\_\_

B. Date employee received the information (of suspected abuse) \_\_\_\_\_

From Whom? \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

C. Name of child(ren) suspected of being abused.

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

DOB \_\_\_\_\_ DOB \_\_\_\_\_ DOB \_\_\_\_\_

D. Name(s) of parent(s)/guardian(s) of above named child(ren).

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

DOB \_\_\_\_\_ DOB \_\_\_\_\_ DOB \_\_\_\_\_

Phone(H) \_\_\_\_\_ Phone (H) \_\_\_\_\_ Phone (H) \_\_\_\_\_

Phone (W) \_\_\_\_\_ Phone (W) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Relation to child(ren)  
\_\_\_\_\_

E. Other children in the home (if known)

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

DOB \_\_\_\_\_ DOB \_\_\_\_\_ DOB \_\_\_\_\_

F. Form of suspected abuse (check appropriate item(s)).

\_\_\_\_\_ Physical \_\_\_\_\_ Sexual \_\_\_\_\_ Emotional/Psychological \_\_\_\_\_ Other

G. Person suspected of being the abuser.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

H. Nature of the suspected abuse (describe in as much detail as possible the nature of the suspected abuse – try to recall dates, times, specific acts, reactions of the child, etc.). Please use additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II – Reporting**

A. Report made to (check where appropriate):

- Ministry of Social Services
- Saskatoon Police Services
- Royal Canadian Mounted Police
- Mobile Crisis (after hours)

B. Date report was made \_\_\_\_\_

C. Time report was made \_\_\_\_\_

D. Person receiving the report:

Name \_\_\_\_\_

Agency \_\_\_\_\_

E. Notes on the conversation with the above named person:

F. What actions did they say would occur? (Interview at school, they would get back to you, monitor and report again if necessary, etc.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The completed form must be hand delivered to the office of the Director in a sealed envelope marked Confidential.**

**Principal:**

1) Ensure that your school has sufficient copies of the:

Child Abuse Guidelines  
Employee Report of Suspected Abuse Forms  
The Saskatoon Protocol on Sexual Abuse  
The Provincial Child Abuse Protocol

2) Ensure that all staff are aware of the Child Abuse Guidelines and of their responsibility to report suspected abuse.

3) Emphasize the value of consultation with:

- Administration      - principal
- superintendent
- Social Services and/or the Police

4) Emphasize that information must be kept (confidential) and on a need to know basis only.

5) Emphasize that the employee making the report hand deliver the report to the office of the Director of Education.

**Staff:**

- 1) Recognize that reporting child abuse is a community responsibility and that we have a professional and legal responsibility to report suspected abuse.
- 2) Familiarize yourself with the Child Abuse Guidelines.
- 3) Remember that consultations with Social Services in suspected abuse cases will aid the reporting process.
- 4) Remember the responsibility to report suspected abuse cannot be passed to someone else although consultation with appropriate school division personnel is acceptable.
- 5) Remember to hand deliver **Employee Report of Suspected Abuse** forms to the office of the Director in a sealed envelope marked **Confidential**.