

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 330 – Child Protection</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 175, 231</i> <i>Government of Saskatchewan, Saskatchewan Child Abuse Protocol, 2017</i> <i>Government of Saskatchewan, Information Sharing Related to Youth Criminal Justice Act, August 2019</i> <i>The Child and Family Services Act, Part III</i> <i>Province of Alberta Child, Youth and Family Enhancement Act, 2019</i> <i>Human Rights Commission</i>	
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## Background

The Division recognizes it plays a major role in identifying children in need of protection as defined by the Saskatchewan Child and Family Services Act, the Government of Saskatchewan Child Abuse Protocol, (2017) and the Province of Alberta Child, Youth and Family Enhancement Act, (2019).

## Procedures

1. The Principal shall be responsible for the implementation of these administrative procedures. The primary concern shall be the protection of the child.
2. Every employee who, through personal observation or on the basis of discussion with a child, finds evidence of, or suspects possible physical, sexual or emotional abuse or neglect shall report this information directly to the Ministry of Social Services and or the RCMP. The individual has a personal duty to report and cannot be delegated to another individual. (The investigation is the responsibility of the party the report is made to; Division employees do not investigate.)
3. The employee of the Division who has made the report notifies the principal that a report has been made to the Ministry of Social services or the RCMP.
4. The Principal shall ensure that the situation is reported in accordance with the provisions of the corresponding Government of Saskatchewan, Saskatchewan Child Abuse Protocol, 2017. The Principal shall contact the Deputy Director of Education to indicate a report has been made. The Principal shall maintain a factual record of all evidence and reports to aid both reporting and recall. Strict confidentiality with respect to the details of the case, documentation and records shall be maintained.
5. In circumstances where the parent or guardian is named, through student disclosure, provincial legislation previously noted shall apply. (Any communication or contact with the parent or guardian

in regard to alleged abuse and or neglect is the responsibility of the investigating agency; the school will not communicate with the parent or guardian.) However, in situations where an adult other than the parent or guardian is named, in the student disclosure, the parent shall be informed as soon as reasonably possible and the parents shall determine what action is warranted in consultation with specialized personnel within the Division or community. The determined action shall be provided to principal within a reasonable time or the principal will initiate the report to the appropriate agency.

6. A Principal who has received a report of a child who may be in need of protection may in strict confidentiality consult with the school family liaison worker, school guidance counselors or other involved persons.
7. Child Protection personnel shall investigate the report of the child's possible need of protection.
  - 7.1 Principals shall cooperate with the personnel by allowing an interview to take place or by facilitating the apprehension of the student as provided by the appropriate Act.
  - 7.2 The Principal shall obtain the name of the Child Protection Worker who is conducting the investigation.
  - 7.3 It is the responsibility of the Child Protection Worker to contact the student's parent/guardian prior to and/or following the interview.
  - 7.4 The child worker shall provide a signed letter to the Principal indicating the intent of the interview.
  - 7.5 When the investigation is completed, the Principal shall be notified of the outcome and informed of any proposed action.
  - 7.6 The Principal shall confirm plans for reentry with the external human service agency.
8. If a Need of Protection report has been made and the child protection worker has indicated that an interview with the student will be conducted at the school that day and the worker has not arrived shortly before dismissal time, another call to the agency should be made. It is the Child Protection Worker's responsibility to determine whether the student is to be allowed to go home.
9. Follow-up contacts, if required, may be initiated by either the school or the agency involved in the investigation to meet the need for ongoing communication. The Principal shall be responsible for advising appropriate persons of information on a "need to know basis".
10. The Principal, in consultation with the person reporting the suspected abuse or neglect, shall maintain a record of all reports and evidence made concerning every incident of suspected abuse or neglect.
11. All information, reports and discussions relative to child abuse or neglect will be treated as confidential by every person employed by the Division.