

ROLLING RIVER SCHOOL DIVISION POLICY

Reporting a Child in Need of Protection

JHF/P

[The Manitoba Provincial Guidelines on the Legislated Requirements Regarding Reporting a Child in Need of Protection, Including Child Abuse \(2013\)](#) assists school staff and divisions to carry out their responsibilities under the [Child and Family Services Act of Manitoba](#).

The Rolling River School Division will follow the protocol outlined in [Reporting of Child Protection and Child Abuse: Handbook and Protocols for Manitoba Service Providers \(2013\)](#).

Index Regulation

Date Adopted: January 4, 1986

Date Revised: September 9, 2004

Date Reaffirmed: September 8, 2010

Date Revised: May 6, 2015

Date Reaffirmed: October 30, 2019

ROLLING RIVER SCHOOL DIVISION REGULATION

Reporting a Child in Need of Protection

JHF/R

1. Procedure for Reporting

- a. Employees are required by law to report suspected cases where children are in need of protection by contacting the applicable Child and Family Services agency or, if deemed appropriate, parent/guardian.
- b. School staff shall not contact the child's family when:
 - the alleged offender is a family member;
 - the alleged offender has a significant relationship with child's parents/guardian;
 - the identity of the offender is unknown;
 - there is concern that the non-offending caregiver will not support or protect the child.
- c. School and Division staff must report even when uncertain as it is the duty of the CFS agency to investigate.
- d. After having reported to the appropriate authorities, the employee must advise the school administration as soon as possible. Written documentation of the concerns, date, and action taken will be provided to the principal, and forwarded to the Coordinator of Student, Clinical, and Pre-Kindergarten Services to be held in a Confidential file at the Division Office (Reference Appendix A).

Reference: [The Manitoba Provincial Guidelines on the Legislated Requirements Regarding Reporting a Child in Need of Protection, Including Child Abuse \(2013\)](#)

[Reporting of Child Protection and Child Abuse: Handbook and Protocols for Manitoba Service Providers \(2013\)](#)

[The Child and Family Services Act of Manitoba \(October 23, 2019\)](#)

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APPENDIX A
ROLLING RIVER SCHOOL DIVISION
Reporting a Child in Need of Protection

If there is insufficient space in any section of this form for a complete, report please provide further details on extra paper.

PART 1 – REPORTING INFORMATION

Reporter(s): _____ School: _____

Agency Reported to: _____

Date of Oral Report to Agency: _____

Name of Child and Family Services Worker: _____
(to whom report was made) (name)

PART 2 – DEMOGRAPHIC INFORMATION

Child: _____ Other Last Names Used: _____ Grade: _____

MET #: _____ Date of Birth: _____ / _____ / _____ Phone: _____
M / D / Y

Address: _____ Postal Code: _____

MOTHER

FATHER

Name: _____

Name: _____

Address: _____

Address: _____

Phone: (h) _____ (w) _____
(c) _____

Phone: (h) _____ (w) _____
(c) _____

Resides with: _____

Languages spoken in the home: _____

Guardian/Caregiver (if other than parent):

Name: _____ Address: _____

Relationship to Child: _____ Phone: (h) _____ (w) _____
(c) _____

Siblings:

Name	School	Date of Birth (M/D/Y)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Significant Others (e.g., other adults living in the home, extended family members):

Other Professionals involved (e.g., school counsellors, Public Health, day care, before and after school programs, Child Guidance Clinic):

Name/Agency/Phone: _____

PART 3 – NATURE OF ALLEGED INCIDENT

Physical Abuse

Sexual Abuse

Emotional Abuse

Neglect

PART 4 – DISCLOSURE

Date of Disclosure: _____ / _____ / _____
M / D / Y

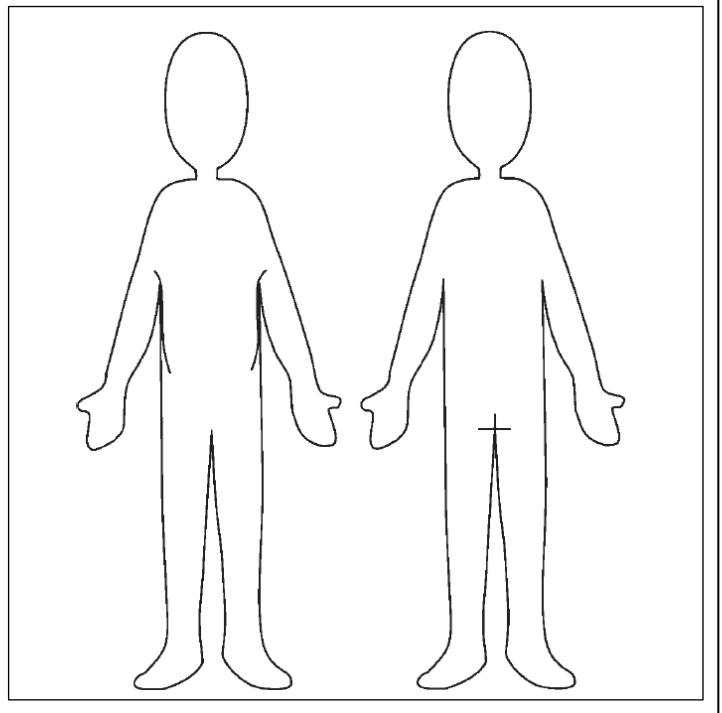
Time: _____

Describe the disclosure and/or the circumstances that lead you to believe that the child is a victim of abuse/neglect. How often has it happened? What are the most recent occurrences? *(include direct quotes if applicable)*

PART 5 – PHYSICAL INJURIES *(If injuries are visible please describe (e.g., bruises, cuts, shape of bruise, colour and place on body)*

PART 6 – PHYSICAL LOCATION OF INJURY

Explain:



PART 7 – VULNERABILITY

Does alleged or suspected offender(s) have access to the child?

Yes

No

Explain:

PART 8 – PREVIOUS INCIDENTS

Please indicate any previous incident(s) of abuse or condition of neglect that you have reported to a Child and Family Services agency or to the police regarding this student.

PART 9 – FOLLOW-UP *(To be completed after oral report)*

1. What is the action plan agreed upon by Child and Family Services/School:

2. Other relevant information:

Signature of Reporter: _____ Date: _____

Signature of Principal: _____ Date: _____

Note: Signature of principal indicates only awareness that the report has been made to the agency. It does not indicate that the principal acts as co-reporter.

PROCESS:

PLEASE SEND IN SEALED ENVELOPE MARKED CONFIDENTIAL TO:

1. *CHILD AND FAMILY SERVICES (Original)*
2. *COPY TO COORDINATOR OF STUDENT, CLINICAL & PRE-KINDERGARTEN SERVICES*
3. *NO COPY SHOULD BE RETAINED BY SCHOOL BUT CAN BE RECORDED (by School Counsellor, Resource Teacher, Administrator and Social Worker).*