



AP-I-802.1 Child Abuse Administrative Procedures

June 19, 2014

BACKGROUND & RATIONALE

FFCA believes that children, as a matter of right, should be safe, secure and cared for adequately. While parents have primary responsibility to ensure the welfare of their children, the Board and staff have a particular responsibility beyond that of the general public. Therefore, it is the obligation of all Foundations for the Future Charter Academy staff to be guided by the Child, Youth and Family Enhancement Act with respect to child abuse and to report any suspected cases to Calgary Child and Family Services and/or the Calgary City Police.

PURPOSE & DEFINITIONS

- 1) Legal Duty to Report Abuse or Suspected Abuse.
 - a) i. Any person who has reasonable and probable grounds to believe that a child is in need of intervention due to abuse or neglect **has a legal duty under the Child, Youth and Family Enhancement Act to promptly report the matter to Calgary Child and Family Services.**
 - b) It is NOT up to an individual to determine if the disclosure or indicators of abuse are sufficient evidence for an investigation. That decision is made by the intake worker in consultation with his/her supervisor.
 - c) The obligation to report is not discharged until the individual who has observed the indicators of abuse has reported directly to Calgary Child and Family Services.

PROCEDURES

- 1) Deciding to Report – Responding to a Disclosure
 - a) A disclosure made by a child to an individual must be recorded in writing by that individual using the child's own words. The record should include observed facts such as the child's behaviour, actions, comments, persons present at the time of the incident and physical marks. The child's parent/guardians should NOT be contacted.
 - b) A principal educator or any other person cannot direct an individual not to make a report.
- 2) Making a Report
 - a) Reports are to be made to Calgary Child and Family Services at 403-297-2995.
 - b) When making the report, ask for and record the intake worker's name and the file number for your call.

- 3) Confidentiality/Record Keeping
 - a) All staff are expected to respect the child and family's right to privacy throughout the reporting and investigation procedures.
 - b) Notes, reports or written observations regarding alleged abuse or neglect are to be kept separate from the student's school record and any other record accessible to other staff. Any record made regarding alleged or reported abuse should be kept secure and disclosed only to police or a caseworker during the investigation process.

- 4) Child, Youth and Family Enhancement interviewing on School Property
 - a) A caseworker may, during the course of an investigation, request permission from the principal educator to interview a student on school premises who is suspected of being witness to or victim of abuse. School personnel are expected to cooperate with the request.
 - i) Unless insisted upon by the child and agreed to by the caseworker, school personnel should NOT participate in the interview.
 - ii) The principal educator (or designate) will NOT notify the parents/guardian of the interview as this responsibility lies with the caseworker.
 - b) If a student is suspected of perpetrating abuse and police request permission to interview a student, *AP-I-802.2 - Interview by Police, Public Health and Child and Family Services* should be followed.

- 5) Follow-up Communication between Calgary Child and Family Services and FFCA Staff
 - a) The principal educator (or designate) should be informed of the plan for the child by the caseworker prior to their leaving the school.
 - b) Calgary Child and Family Services should ensure the principal educator (or designate) will be given any necessary information needed to provide education services to children involved in their services.