



# CHILD ABUSE REPORTING POLICIES AND PROCEDURES

Abuse reporting policies and procedures have a critical importance in the quest to protect young children and to acknowledge the importance of behaviour guidance as a distinct activity.

Under the CNC, it is necessary for the individual receiving a copy of the child abuse policies and procedures to sign and date it upon receipt. A review must also be completed annually.

In addition, the person with responsibility for reviewing the document with the individual must be identified and provide a signature and date on which the review occurred. An ongoing record of the review must be kept for administrators, as well as CNC staff and volunteers.

The review process is key to ensuring that the policies and procedures are understood and carried out at all levels in the organization.

Everyone is subject to provincial laws and has a responsibility to report abuse and to support others who find it necessary to report abuse. Collecting the name and signature of the person reviewing the policies and procedures with the administrator, staff member or volunteer adds accountability to the process.

Similarly, keeping an ongoing record that includes administrators, increases accountability and provides protection for these individuals should issues arise related to the reporting or non-reporting of abuse.

## IMPLEMENTATION

Since abuse reporting falls within provincial jurisdiction and the agencies responsible for child protection differ from community to community, it is important to check with local authorities during the development of policies and procedures for your organization. You may also wish to contact other agencies that specialize in child protection issues and ask for guidance as you develop your documents. Since you serve a newcomer community, it is important that your policies and procedures reflect awareness of cultural practices.

- It is important to identify the administrative staff whose responsibilities include CNC and ensure they are aware of the legal responsibility to report. Make arrangements to support their compliance (i.e. distribute documents and arrange for a review).



- Because these requirements involve written records, you will need to develop documents and filing procedures to meet them effectively.
- You will need to ensure that all involved administrators, CNC staff and volunteers are aware of signs of abuse, are able to distinguish signs of abuse from indications of cultural practices that do not constitute abuse, and understand that if there is any doubt or uncertainty, a report must be made.

## Supporting Documents

Sample Child Abuse Reporting Policies and Procedures

## REQUIREMENTS

### 5-6 STAFF INTERACTIONS WITH CHILDREN

#### Abuse Reporting

5-6.6. A CNC program develops and follows written abuse reporting policies and procedures that reflect provincial/territorial expectations and requirements.

5-6.7. For each SPO staff member and volunteer, a statement is on file that includes

- a. The signature of the SPO administrative staff member, CNC staff member or volunteer, indicating that he or she has received a copy of the abuse reporting policies and procedures and has read and understood them, and
- b. The name and signature of the person with responsibility for reviewing the policies and procedures with the staff member or volunteer, and the date on which the review occurred.

5-6.8. A record that the abuse reporting policies and procedures have been reviewed with each administrator, staff member and volunteer as required in section 5-6.6, before the administrator has responsibilities within the program, and before the CNC staff member or volunteer works directly with a child and annually thereafter.