



SAMPLE CNC CHILD ABUSE POLICIES AND PROCEDURES

Purpose Of the Policy & Procedures

[*Insert CNC program/SPO name*] is committed to taking a pro-active position regarding the prevention of child abuse through:

- ongoing observation of the children in our care;
- professional education with respect to early identification, effective response and adherence to legal obligations, including reporting;
- keeping abreast of developments in legislation and relevant issues;
- communication with and support of the child and family; and
- working with other community service providers.

The following policy and procedures are designed to make staff/students/volunteers aware of their responsibilities for the recognition, reporting and documentation of suspicions of child abuse including a child exposed to family violence.

Legal Requirements

Refer to provincial legal requirements and experts (listed on the last page of this document) for information to include on the following:

- Duty to Report,
- Failure to Report,
- Confidentiality, and
- Protection from Liability

Making a report of suspected child abuse

1. Any staff/student/volunteer who suspects that a child has been abused or is at risk for abuse should inform the [*insert title of CNC Administrator*] of the intention to immediately report their suspicion

2. The person who suspects the abuse should call him/herself – do **not** ask anyone else to help you decide if a report should be made or to make the report for you. Do **not** discuss your suspicions with anyone else until you have spoken with the authorities. The telephone numbers of child protection agencies and local police service are posted [*insert location*]

The telephone numbers of child protection agencies and local police service are posted [*insert location*]



3. It is the responsibility of the person who suspects child abuse to make the report. The administrator will provide support and direction. When making the report, give your name, the centre name, and your position and phone number. Be sure to inform the authorities that a parent is on site while the child is in your care.
4. Once the report has been made, the CNC Administrator or SDR will take guidance from the authorities and ensure their directions are fully implemented.
5. If a staff/student/volunteer has any further suspicions of abuse or new information with respect to a child, s/he must immediately make another report to the appropriate child protection agency, regardless of any previous reports.
6. Information normally considered confidential cannot be kept in confidence if it is related to a suspicion of abuse; all staff/students/volunteers must follow through on the legal duty to report.
7. No staff/student/volunteer or member(s) of the Board of Directors will advise someone not to report suspicions of child abuse, or to try to stop the person from reporting or consulting with a child protection agency. There will be no sanctions or reprimands for anyone who consults/reports suspicions of child abuse. However, disciplinary action will result if there is an attempt to stop someone from following through on the legal duty to report.

If a staff/student/volunteer is suspected of child abuse

1. If a staff/student/volunteer suspects another person in the CNC program of abusing a child(ren), s/he will inform his/her supervisor of the intention to call the appropriate authorities.
2. The staff/student/volunteer making the allegation will follow the reporting procedure outlined above and will complete the necessary documentation. No internal investigation is to occur until authorities have been contacted.
3. The person suspected of abuse will not be told by anyone about the suspicion, the intention to report or that a report has been made until after consultation with a child protection worker and/or police officer for direction.
4. The CNC Administrator will consult with a child protection worker and/or police officer as to what, if anything, should be done to protect a child(ren) receiving service at a CNC program from further contact with the alleged abuser.
5. Allegations of abuse against a staff member are considered a serious occurrence. The CNC Administrator will verbally inform CMAS and Citizenship and Immigration Canada (CIC) of a serious occurrence by the end of the next working day, and will submit a written report of the occurrence to CMAS and CIC within 5 working days (or sooner, if requested by CIC).

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17 Fairmeadow Avenue, Suite 211, Toronto, ON M2P 1W6 — Tel. 416.395.5027 | Fax. 416.395.5190 | www.cmascanada.ca

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Confidentiality & disclosure of information to others

Any information related to a suspicion or report of abuse is confidential. Discussing any information with others related to a situation of suspected abuse outside the designated individuals is a breach of confidentiality, and may leave you liable. The CNC Administrator, in consultation with the authorities, will give direction regarding the appropriate sharing of information.

Documentation

In the event that a staff/student/volunteer suspects child abuse, a Suspected Child Abuse Reporting Form must be completed as soon as possible in the individual's handwriting, using pen only. Copies of this form are available [insert location]. If applicable, this includes circling bruises/injuries on the body chart attached to the reporting form. Document only the facts – do not include how you are feeling about the incident, or personal thoughts about what might have happened.

A Suspected Child Abuse Reporting Form is to be completed every time a staff/student/volunteer has reason to suspect that abuse has occurred.

- Include the name(s) and phone number (s) of the individual(s) you spoke with at a child protection agency and/or police service, and any direction you were given.
• Do not make a rough copy and then rewrite in good – the original recording of the facts is your documentation. If you make a mistake, do not use white-out – cross out and initial any errors, and then continue on.
• All documentation will be forwarded to the [insert title of CNC Administrator] to be kept in a secure place, separate from the child's general file.
• Documentation with respect to suspicions of abuse is not to be released to anyone unless there is a warrant or subpoena to submit records.

Policy Implementation

Before commencing employment/placement/volunteering, staff/students/volunteers will be asked to sign a form stating that all the policies and procedures have been read, understood and will be followed. Updated policies and procedures will be brought to the attention of all staff/students/volunteers for their information and signature.

Policy Review

The Child Abuse Policy & Procedure will be reviewed annually, and updated where necessary. Any updates will immediately be shared with staff/students/volunteers.

Name of CNC Staff/Volunteer:

Signature of CNC Staff/Volunteer:

Name of CNC Administrator Responsible for Review:

Signature of CNC Administrator:

Review Date:





Suspected child abuse reporting form

Name of the child:

Date & time of observation:

Describe fully the incident, situation, statement, or behavioural and/or physical indicators of abuse, including dates and times. Describe fully, using the child's words, the interaction between the child and the person to whom the child disclosed.

Describe fully the physical condition of the child, including injuries, burns, welts, and/or signs of illness. Where appropriate, circle bruises or other injuries on the attached Body Chart.

Describe fully the emotional condition of the child, including any behavioural problems, and the child's response upon disclosure. Are there any noticeable changes in the child's behaviour patterns?

If known, describe fully the risks of further harm to the child, including the access of the alleged abuser to the child.

Describe fully the action taken on behalf of the child, including any advice/instructions from a child protection agency/police service.

Date & time reported to a child protection agency/police service: _____

Outcome of call: _____

Name of child protection worker/police officer: _____

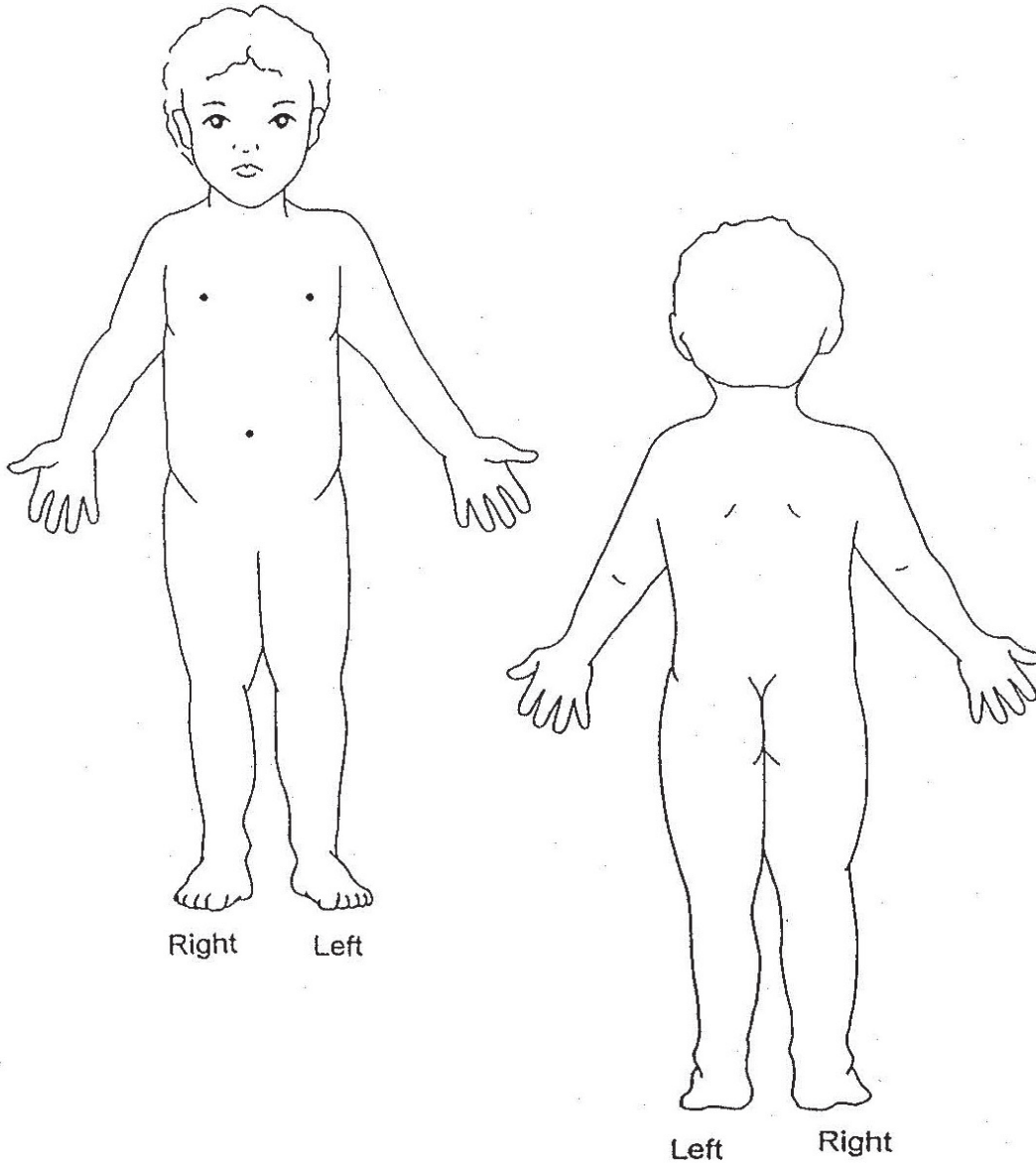
Phone number: _____ Date & time documentation completed: _____

Signature: _____





BODY CHART



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Provincial/Territorial Child Protection Legislation and Related Resources

Province/ Territory	Child Protection Legislation	For Information/Support
Alberta	<u>Child, Youth and Family Enhancement Act</u> http://www.canlii.org/en/ab/laws/stat/rsa-2000-c-c-12.html	Alberta Child and Family Services http://www.centralalbertacfsa.gov.ab.ca/home/514.cfm http://www.solgps.alberta.ca/safe_communities/community_awareness/family_violence/Publications/responding%20to%20child%20abuse%20handbook.pdf
British Columbia	<u>Child, Family and Community Service Act</u> http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01	BC ministry of Children and Family Development http://www.mcf.gov.bc.ca/child_protection/reportabuse.htm http://www.mcf.gov.bc.ca/child_protection/pdf/handbook_action_child_abuse.pdf
Manitoba	<u>Child and Family Services Act</u> http://web2.gov.mb.ca/laws/statutes/ccsm/c080f.php	Manitoba family Services and Labour http://www.gov.mb.ca/fs/childfam/child_protection_faq.html
New Brunswick	<u>Family Services Act</u> http://www.canlii.org/en/ab/laws/stat/snb-1980-c-f-2.2/latest/snb-1980-c-f-2.2.html	New Brunswick Services: Child Protection http://app.infoaa.7700.gnb.ca/gnb/Pub/EServices/ListServiceDetails.asp?ServiceID1=9355&ReportType1=ALL http://www.gnb.ca/cnb/video/child_abuse/index-e.asp http://www.legal-infolegale.nb.ca/fr/child_abuse_recognize_report_prevent
Newfoundland and Labrador	<u>Children and Youth Care and Protection Act</u> http://www.canlii.org/en/nl/laws/stat/snl-2010-c-c-12.2/latest/snl-2010-c-c-12.2.html	Newfoundland and Labrador Department of Child, Youth and Family Services http://www.gov.nl.ca/cyfs/report.html http://www.gov.nl.ca/cyfs/publications/childcare/Child-CareServices.pdf
Northwest Territories	<u>Child and Family Services Act</u> http://www.canlii.org/en/nt/laws/stat/snwt-1997-c-13/latest/snwt-1997-c-13.html	Northwest Territories: Education, Culture and Employment http://www.ece.gov.nt.ca/early-childhood-services/child-careproviders/dealing-child-abuse



Nova Scotia	<u>Children and Family Services Act</u> http://nslegislature.ca/legc/statutes/childfam.htm	Nova Scotia Department of Community Services http://novascotia.ca/coms/families/abuse/index.html http://novascotia.ca/coms/families/provider/documents/CAP_Handbook.pdf
Nunavut	<u>Child and Family Services Act</u> http://www.canlii.org/en/nu/laws/stat/snwt-nu-1997-c-13/latest/snwt-nu-1997-c13.html	Nunavut Health and Social Services http://www.hss.gov.nu.ca/en/CFS%20Child%20Protection.aspx
Ontario	<u>Child and Family Services Act</u> http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90c11_e.htm	Ontario Ministry of Children and Youth Services http://www.children.gov.on.ca/htdocs/English/topics/childrensaidd/reportingabuse/index.aspx http://www.children.gov.on.ca/htdocs/English/documents/topics/childrensaidd/Reporting_child_abuse_and_neglect.pdf
Prince Edward Island	<u>Child Protection Act</u> http://www.canlii.org/en/pe/laws/stat/rspei-1988-c-c-5.1/latest/rspei-1988-c-c-5.1.html	Prince Edward Island Department of Community Services and Seniors http://www.gov.pe.ca/sss/index.php3?number=20625&lang=E
Quebec	<u>Youth Protection Act</u> http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/P_34_1/P34_A.HTM	The Youth and Family Department of the Ministère de La Santé et des Services Sociaux http://publications.msss.gouv.qc.ca/acrobat/f/documentation/2008/08-838-01A.pdf
Saskatchewan	<u>Child and Family Services Act</u> http://www.canlii.org/en/sk/laws/stat/ss-1989-90-c-c-7.2/latest/ss-1989-90-c-c-7.2.html	Government of Saskatchewan Department of Social Services http://www.socialservices.gov.sk.ca/child-protection/
Yukon	<u>Child and Family Services Act</u> http://www.canlii.org/en/yk/laws/stat/sy-2008-c-1/latest/sy-2008-c-1.html	Yukon Health and Social Services http://www.hss.gov.yk.ca/childabuse.php

