



Annapolis Valley Regional School Board

Administrative Procedure – AP 305.12

Reporting Protocol: Suspected Child Abuse

Department: Human Resources

Section: Employee & Labour Relations

All school community members are responsible for reporting information relating to students suspected to be in need of protective services in compliance with the *Children and Family Services Act (Nova Scotia)*.

Specifically:

- 1.0 A school community member is defined in the *School Code of Conduct* as all adults whose role or jobs place them in contact with students in school settings and school activities. “All adults” includes all administrative, teaching, and support staff in any capacity, board members, parents, community groups, school parental organizations or any person associated with the school system in any capacity, including volunteers and contract employees.
- 2.0 A child in need of protective services is in accordance with Section 22 of the *Children and Family Services Act (Nova Scotia)*.
- 3.0 The school community member has a duty to report suspected child abuse and neglect in accordance with Sections 23 to 25 inclusive of the *Children and Family Services Act (Nova Scotia)*.
- 4.0 The school community member is responsible for reporting suspected child abuse and neglect to Family and Children’s Services if the child is fifteen years of age and under. When students are sixteen years of age or older, their permission must be obtained prior to reporting suspected abuse and neglect to the police.
- 5.0 The school community member shall maintain confidentiality with respect to the Information reported. However, when a report is made by an employee, then the immediate supervisor should be advised. If the report is regarding the immediate supervisor, then the employee should advise the Director of Human Resources.
- 6.0 The school community member will only report the information and will not in any way investigate, nor interfere in the investigation of the child welfare agency or police.
- 7.0 The legal protection of a school community member reporting, and the legal consequences of not reporting suspected child abuse or neglect are in accordance with Sections 23 to 25 inclusive of the *Children and Family Services Act (Nova Scotia)*.

- 8.0 Failure to comply with this policy and administrative procedure may result in disciplinary action up to and including termination of employment in accordance with the applicable collective agreement or terms and conditions of employment, and/or volunteer services.
- 9.0 Monitoring and Evaluation
- 9.1 The Director of Human Resources (or designate) shall be responsible for the implementation, monitoring and revision of this administrative procedure.
- 9.2 When revisions of major significance are made to the policy and administrative procedures, the following groups/individuals will be consulted:
- 9.2.1 Superintendent of Schools
 - 9.2.2 Board members
 - 9.2.3 Human Resource Committee
 - 9.2.4 Supervisors
 - 9.2.5 Representative Employee groups
 - 9.2.6 School Advisory Councils
 - 9.2.7 Parent/Teacher School Associations
- 9.3 Sufficient time will be provided to ensure groups and/or individuals have appropriate opportunity to react to any report which recommends significant revisions as a result of the monitoring of policy and procedure.
- 9.4 The Director of Human Resources will ensure the results of the monitoring of the policy and administrative procedures are recorded in writing and forwarded to the Superintendent of Schools for review.
- 9.5 This administrative procedure will be monitored on an annual basis.

Superintendent Approved: May 10/04

Ref: BP 305.12

Monitoring Date: Annually

Revised: April 6/09