

## Administrative Procedure 309

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# CHILD ABUSE AND NEGLECT

### Background

Children have a right to be safe and adequately cared for at home, at school and in the community. The school has responsibility to safeguard children from abuse and neglect. The school will seek to work in cooperation with Alberta Children's Services, the police and/or medical services in order to fulfill its responsibility.

### Procedures

1. The Principal shall ensure that the school staff is familiar with the contents of the Child Welfare Act and their responsibilities under the Act to report all suspected cases of child abuse and neglect. A copy of the Act can be accessed on the government website at: <http://www.gov.ab.ca/>.  
[http://www.qp.gov.ab.ca/display\\_acts.cfm](http://www.qp.gov.ab.ca/display_acts.cfm)
2. The Principal shall ensure that copies of the following documents are kept in the staff room and in the Principal's office in order that staff members may have ready access:
  - 2.1 The Child Welfare Act.
  - 2.2 Protocol and Guidelines for Child Welfare Workers and School Personnel – Government of Alberta.
3. When a staff member has reasonable and probable grounds to suspect that a child has been abused, or neglected, the staff member should make a written note of the reasons for concern and any relevant statements made by the child.
4. The staff member shall then immediately inform the Principal of their observations and concerns. The Principal shall then inform the Superintendent of any reported incidents.
5. The Principal shall ensure the Alberta Children's Services has been contacted and advised of the staff member's observations and concerns. A written record shall be made at this time which would include:
  - 5.1 The date, time and the name of the staff member reporting the concern to Alberta Children's Services.
  - 5.2 The name of intake social worker receiving the call.

6. The Principal shall ensure that the staff member completes the following form that is included in the Forms Manual, and submits it to the Social Worker.

Confirmation of Report to Alberta Children's Services Regarding Suspected Abuse/Neglect.

7. The action, or advice, provided by Alberta Children's Services, and all matters pertaining to cases of suspected child abuse and/or neglect will be handled in the strictest confidence during the investigation period. All written records relating to the reporting of suspected child abuse and/or neglect will be maintained, under lock and key, in the Principal's office.
8. The public health nurse assigned to the school is an invaluable resource for consultation and assistance in reporting, or where there is doubt that a suspected case does indeed constitute child neglect.
9. The Principal should follow-up on the case by contacting representatives of Alberta Children's Services to obtain relevant information on the disposition of the reported incident.
10. At the end of the investigation the staff member and school administrator should meet to discuss the case and what further steps may be necessary.