

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: CHILD ABUSE AND NEGLECT

<i>PROCEDURE CODE:</i>	<i>638 AP 001</i>
Policy Reference: 638 – Child Abuse and Neglect	Exhibits: 638 E 001 – Child, Youth and Family Enhancement Act: Definitions

PROCEDURE

1. Employees of the Division will be aware of the definitions of child abuse as stated in Exhibit 638 E 001 – Child, Youth and Family Enhancement Act: Definitions.
2. Division employees will cooperate with provincial Child Youth & Family workers and/or police officers in the course of investigating child abuse allegations.
3. Reporting
 - 3.1. Any person who has reasonable and probable grounds to believe a child is in need of intervention, is legally required to report the matter to Child and Youth Services. The Child, Youth & Family Enhancement Act RSA (200) prescribes penalties for those who fail to report such situations, and provides protection from legal action against a person making a report unless the reporting “is done maliciously or without reasonable and probable grounds for the belief”.
 - 3.2. Reporting Procedures
 - 3.2.1. A staff member who suspects a child is in need of intervention shall seek advice as to whether or not the facts constitute reasonable and probable grounds for that belief. Advice may be obtained from the principal or designate, Division Student Services staff, or the Southeast Alberta Child & Family Services Intake Unit.
 - 3.2.2. If satisfied that there are reasonable and probable grounds to suspect a child is in need of intervention, the staff member shall make a formal report to the Family Violence Info Line. Contact the Family Violence Info Line (310-1818, toll free, 24/7).
 - 3.2.3. The staff member shall advise the principal or designate regarding any formal report that has been or will be made.
 - 3.2.4. Staff who make a report that a child is in need of intervention should record, in their own records, the date and time of the call and the name and position of the Child &

Family Services caseworker accepting the report. No information with respect to reports of children in need of intervention may legally be kept in the student's school record.

3.3. Responsibility for Investigations

- 3.3.1. The investigation of complaints about a child in need of intervention is the responsibility of duly authorized Southeast Alberta Child & Family Services caseworkers who may, where appropriate, be assisted by the police. Division staff should not assume this responsibility. School staff should offer support to the student, but refrain from seeking further information to confirm suspicion or clarify disclosures.
- 3.3.2. A staff member to whom a student has made disclosure statements should record those statements, preferably in the student's own words, as soon as possible after the disclosure and retain them in their own records for future reference. Such records or information shall be kept in the strictest confidence and shall not be included in the student's record.
- 3.3.3. Within the context of their responsibility for the well-being and care of students in a school, staff should facilitate Southeast Alberta Child & Family Services caseworkers' and/or Medicine Hat City Police officers' access to students for the purposes of determining if a child is in need of intervention. See Exhibit 638 E 001 – Child, Youth and Family Enhancement Act: Definitions.
- 3.3.4. All those involved in a child protection investigation are required by law to keep details about the investigation confidential in accordance with the Child, Youth and Family Enhancement Act RSA (2000).

REFERENCES

Child, Youth and Family Enhancement Act RSA
 Family Violence Info Line
 Southeast Alberta Child & Family Services
 Southeast Alberta Child & Family Services Intake Unit

Approved: May 17, 2005

Revised: April 16, 2013

