

## Administrative Procedure 325

---

### CHILD ABUSE OR NEGLECT

#### Background

The Division recognizes its responsibility to ensure the safety and well being of all students.

It is the legal obligation of all staff members to report to authorities any suspected case of child abuse and/or neglect.

Staff members must be alert to four forms of abuse and/or neglect (child neglect – physical neglect, physical abuse, emotional abuse, and sexual abuse) which might endanger the child's right to safety, security and/or development.

#### Procedures

1. Any staff members having reasonable and probable grounds to believe that a student has been subjected to abuse and/or neglect, or who is concerned about abuse or neglect of a student, shall consult with his/her immediate supervisor prior to reporting to a Child and Family Services social worker.
2. If the allegation of child abuse is made against a teacher or other school personnel, the principal and the Superintendent shall be informed whether the report originates in the school or elsewhere.
3. It is essential that the reporting to Child and Family Services take place promptly, preferably at the earliest possible time on the same day as the abuse/neglect is suspected. At this point in time, do not contact the parents.

Reference: Section 11,33,52,53,56,196,197,222 Education Act  
Child Welfare Act  
Practice Review of Teachers Regulation AR 4/99  
Responding to Child Abuse – A Handbook (September 1999)