

CHILDREN IN NEED OF PROTECTION

This regulation outlines procedures for Pembina Trails School Division (School Division) staff when reporting Child Abuse:

Procedures for Reporting Disclosure of Child Abuse:

1. Immediately following a disclosure or where there is reasonable cause to believe that a child may be in need of protection as outlined in the *Manitoba Guidelines for Reporting Children in Need of Protection*, the staff member makes a verbal (telephone) and written report to a Child and Family Services agency in accordance with the Child and Family Services Act and the Manitoba Guidelines on Legislative Requirements Reporting a Child in Need of Protection (August 2013). Failure to report child abuse is a breach of legislation, so err on the side of caution. Please see Reporting of Child Protection and Child Abuse: Handbook and Protocols for Manitoba Service Providers (August 2013). Website: <https://www.gov.mb.ca/fs/childfam/pacca.html>

If a School Division staff member cannot determine whether the report can/should be made to the parent/guardian directly, the staff member shall first consult with the Child and Family Services agency.

2. In accordance with the following section of the Child and Family Services Act, a person would notify the agency only:

“18(1.1) where a person:

- (a) does not know the identity of the parent or guardian of the child;
- (b) has information that leads the person reasonably to believe that the parent or guardian:
 - (i) is responsible for causing the child to be in need of protection, or
 - (ii) is unable to unwilling to provide adequate protection to the child in the circumstances; or

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(c) has information that leads the person reasonably to believe that the child is or might be suffering abuse by a parent or guardian of the child or by a person having care, custody, control or charge of the child...”

3. The legal responsibility to report lies with the person who suspects the above and cannot be transferred.
4. The person to whom the disclosure was made or where there is reasonable cause to believe a child may be in need of protection must complete a handwritten report. The completed report will be faxed to the Child and Family Services agency following the phone call. A Report will then be sent to the Assistant Superintendent, Student Services where it will be stored securely for a period of 10 years. No other copies shall be made. Under no circumstances is the report to be placed in the student’s cumulative records or Student Support files.
5. The person to whom the disclosure was made or believes a child may be in need of protection must inform the school principal:
 - a) that a disclosure has been made or there is reasonable cause to believe a child is in need of protection must inform the school principal;
 - b) that an oral report will (or has been) made; and
 - c) the written report has been completed or will be completed

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