

POLICY:	CHILD IN NEED OF PROTECTION/CHILD ABUSE REPORTING REQUIREMENTS	#	604
SECTION:	600 : Special Education	Page	1 of 2
APPROVAL/REVISION DATE:	March 4, 2019	EFFECTIVE DATE:	March 5, 2019
		REVIEW DATE:	March 5, 2024
CROSS REFERENCE:	Administrative Procedures for Reporting Child Abuse Child, Youth and Family Services Act, 2017 Ontario College of Teachers Act, 1996 PPM: Reporting of Children in Need of Protection – Revision dated January 8, 2019		

A: **POLICY**

1. Principle

The Thunder Bay Catholic District School Board recognizes the sanctity and dignity of human life. The Board is committed to providing a safe, welcoming, Christ-centered learning environment for all students, staff and volunteers.

2. Policy Statement

It is the policy of the Thunder Bay Catholic District School Board that all employees and volunteers shall comply fully with the provisions of the *Child, Youth and Family Services Act, 2017* **Policy/Program Memorandum 9: Reporting of Children in Need of Protection** issued by the Ministry of Education in the reporting of children in need of protection.

3. Purpose

The purpose of this Policy and associated Administrative Guidelines is to:

- 3.1.1 outline staff and volunteer reporting responsibilities under the *Child, Youth and Family Services Act, 2017*;
- 3.1.2 outline additional Board reporting obligations as they pertain to members of the Ontario College of Teachers in accordance with the *Ontario College of Teacher Act, 1996*;
- 3.1.3 communicate reporting procedures that are to be followed by all staff and volunteers;
- 3.1.4 educate administrators, supervisors, staff and volunteers about the resources and supports available to facilitate reporting; and
- 3.1.5 promote cooperation and relevant information sharing with local Children's Aid Societies on behalf of student safety and well-being.

4. Application/Scope

This Policy and associated Administrative Guidelines cover all students enrolled in Kindergarten to grade 12, in all school sites including Alternative and Continuing Education programs.

5. Requirements for Reporting

- 5.1 Pursuant to the *Child, Youth and Family Services Act, 2017*, employee and volunteer duty to report requirements are as follows:

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5.1.1 Employees and volunteers must make a report to the appropriate local Children's Aid Society in instances where they have a child protection concern for a child or youth under 16 years of age, and

5.1.2 Employees and volunteers may make a report to the appropriate local Children's Aid Society in instances where they have a child protection concern for a youth 16 and 17 years of age

5.2 A *child protection concern* is a situation where an employee or a volunteer has *reasonable ground* to suspect that a child/youth has or might suffer physical, sexual or emotional harm or neglect by a caregiver, or resulting from the caregiver's failure to care for, provide for, supervise or protect the child or youth.

5.3 The duty to report is ongoing.

6. Responsibilities

6.1 The Board of Trustees is responsible for:

6.1.1 Reviewing the Child/Youth in Need of Protection Policy in accordance with the policy review cycle and strategic planning priorities;

6.1.2 Communicating Policy expectations as required to members of the community.

6.2 The Director of Education is responsible for:

6.2.1 Implementing and operationalizing the Child/Youth in Need of Protection Policy.

6.3 Every employee in charge of a unit, department or school is responsible for:

6.3.1 Reviewing this Policy and Administrative Guidelines each September with respective staff;

6.3.2 Bringing this Policy and associated Administrative Guidelines to the attention of all volunteers;

6.3.3 Actively supporting staff and volunteer reporting responsibilities

7. Legislative Context/Sources

7.1 *Child, Youth and Family Services Act, 2017* (sections 125 to 128)

7.2 *Ontario College of Teachers Act, 1996* (Part IX.1)

7.3 *PPM9: Reporting of Children in Need of Protection* – Revision dated January 8, 2019