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| POLICY: CHILD IN NEED OF PROTECTION/CHILD ABUSE REPORTING REQUIREMENTS # 728 | |
| SECTION: 700 : School Administration Page 1 of 3 | |
| APPROVAL/REVISION DATE: September 22, 2024 EFFECTIVE DATE: October 7, 2025 REVIEW DATE: October 7, 2030 | |
| CROSS REFERENCE: | Administrative Procedures for Reporting Children in Need of Protection/Child Abuse<br>Child, Youth and Family Services Act, 2017<br>PPM 9: Reporting of Children in Need of Protection – January 8, 2019<br>Education Act (as amended by Bill 123, Erin's Law, 2024: Child Sexual Abuse Prevention and Reporting) |

**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 and the Education Act, as amended by Bill 123 (Erin's Law, 2024);
- follow the direction of **Policy/Program Memorandum 9: Reporting of Children in Need of Protection; and**
- participate in annual prevention, education and reporting measures as required by Erin's Law.

**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.
3.1.6 ensure annual, developmentally appropriate engagement of all students in child sexual abuse prevention and reporting education;
3.1.7 ensure annual provision of information to parents/guardians, teachers, and school staff regarding child sexual abuse prevention and reporting.

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## 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. This includes the annual delivery of developmentally appropriate learning to students on child sexual abuse prevention and reporting, and annual communication to parents/guardians and staff, in accordance with Erin's Law.

## 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:

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.

6.2.2 Ensuring system-wide procedures and resources are in place for annual delivery of child sexual abuse prevention education and information-sharing with parents, guardians, staff, and students.

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6.3 Principals/Managers are 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
6.3.4 Ensuring that annual prevention education is delivered to students in a developmentally appropriate way;
6.3.5 Ensuring that parents/guardians receive annual Board-provided information on prevention and reporting.

## 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
7.4 Education Act, as amended by Bill 123 (Erin's Law, 2024)

## 8. Appendices

Administrative Procedures for Reporting Children in Need of Protection/Child Abuse