ORANGEVILLE CHRISTIAN SCHOOL

Child Welfare Manual

Preventing and Reporting Child Abuse

October 2025

Orangeville Christian School Child Welfare Policy and Procedures Manual

As an employee/volunteer you will find the following included in this manual:

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Introduction

Orangeville Christian School is committed to providing a safe and welcoming school environment for all children and adults. The school has an important role to play in the prevention of child abuse and is responsible for the safety of everyone within its walls. Because of the amount of time a child spends here, the school, with its delegated custodial role, is in a special position to become aware of indicators of abuse or neglect. It also can offer safety and security to the child who is the victim of abuse at home or elsewhere. The protection of the child is paramount. **If there is any doubt regarding the reporting or management[1] of child abuse, always err on the side of protecting the child.**

The policy and procedures that follow are not intended to be a substitute for *Child, Youth and Family Services Act, (*the *Act)* or *Regulations*[2]. The procedures have been developed in accordance with *the Act* and are to be followed in cases when child abuse has occurred, is occurring, or is likely to occur, or when suspicions or allegations of such child abuse arise.

This manual is designed to ensure that

1. Children enrolled in Orangeville Christian School are protected and safe in a caring environment that promotes their growth and development.
2. All employees and volunteers are alert to the early recognition and identification of a student at Orangeville Christian School that may be in need of protection.
3. All employees and volunteers of the school are aware of and fulfil their legal responsibilities with respect to the *Act* and understand how to respond to suspicions, disclosures of abuse or neglect.
4. All employees and volunteers know and follow the appropriate protocols and shall cooperate with Children's Aid workers and the police.

Summary of Legal Principles

The following is a summary of the relevant portions of the *Act*. To read the entire *Act,* go to: https://www.ontario.ca/laws/statute/17c14

The following is a summary of the relevant portions of the *Act*. To read the entire *Act,* go to: https://www.ontario.ca/laws/statute/17c14

1. Every person who performs professional or official duties with respect to a child and who has reasonable grounds to suspect physical, sexual, or emotional abuse and/or neglect to a child is required by the *Act* to report this belief and the information on which it is based as quickly as possible to the Family and Children's Service Agencies. Failure to report is contrary to the *Act* and may result in legal and professional consequences (for example: *Ontario College of Teachers Act*, (1996) Reg. 437/97. http://www.ontario.ca/laws/regulation/970437)
2. The *Act* covers a child aged 0-15 years of age and 16 or 17-year-olds who may be in need of protection. Note that a professional or member of the public who is concerned about that 16 or 17-year-old who may be in need of protection may, but is not required to, make a report to a society and the society is required to assess the reported information[3].
3. The person making a report only needs to have reasonable grounds to suspect abuse.
4. The duty to report cannot be delegated to someone else. For example, the Principal cannot call CAS on behalf of the staff member who suspected the abuse or to whom it was reported.
5. The person making the report shall not engage in any investigatory activity for the purpose of proving that child abuse has taken place or is taking place. This investigation duty is the responsibility of the CAS.
6. There is an ongoing duty to report, in that, if a report to CAS has been made in the past and there is new information, another report to CAS must be made.
7. The person making a report is not subject to legal action for making the report unless the report was made maliciously or without reasonable grounds for the belief or suspicion.

[1] Even if a report has already been made about a child, a further report must be made to the CAS if there are additional reasonable grounds to suspect the child is or may be in need of protection (Act s.125(2))
[2] https://www.ontario.ca/laws/statute/17c14
[3] http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/abuseandneglect.aspx

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8. The *Child, Youth and Family Services Act* takes precedence over all other Acts and thus in instances of suspected child abuse, staff members must report all relevant information, even though the information may be confidential or privileged. The only exception to this rule is the lawyer-client relationship.
9. The Principal of a school has the primary duty of care for the welfare of the students and of the overall management of the school. Therefore, the procedure that the school uses should include the Principal's involvement whenever possible.

Records and Confidentiality

1. **Confidentiality is essential.** The process of reporting suspected cases of child abuse is intended to help children. However, the process must also protect them and any others, including any adults involved, from unfair or undue social stigmas and public judgments while the process is in progress. Therefore, confidentiality is absolutely essential.
2. Normally, passing any information about the child to a third person requires the consent of the parent. However, in the case of suspected child abuse, this parental right is overridden by legal and statutory demands.
3. All forms and other record of the abuse allegations or reports **must** be kept in a separate and confidential file, **not** in the student's *Ontario School Record (OSR)* since it is not a record that is "conducive to the improvement of the instruction of the student". Furthermore, normal privacy and access provisions apply to the OSR and the record would be accessible to the student and their parents and others, thus keeping a separate file is imperative.
4. All records concerning reports of suspected abuse or neglect are confidential. Anyone who commits, assists or encourages the release of information from records to a person or agency not legally permitted to have access, may be guilty of a misdemeanour.
5. Note that all records concerning reports of suspected abuse or neglect may be subpoenaed. It is important that any records created are accurate and factual.
6. Records will be kept in the school's confidential archives indefinitely.

Staff and Volunteers and Training

1. It is the school's policy that every staff member of the school must undergo a vulnerable sector check (VSC) prior to being hired.
2. Each volunteer who has regular contact with students is required to have a vulnerable sector check prior to beginning the volunteer service.
3. All vulnerable sectors screening checks must be renewed every three (3) years according to the school's *Police Records Check Policy*. The school will file these in confidential files and retain indefinitely.
4. All staff members and volunteers must sign the school's *Code of Conduct*.
5. All employees and volunteers who work with students will be given training regarding abuse prevention and awareness. This training will include:
    a. The school's expectations for conduct and safe working conditions.
    b. Review of the school's policy and procedures with respect to child welfare including the nature and indicators of child abuse;
    c. Reporting requirements and procedures.
6. Abuse prevention and awareness training must be completed by every staff member and volunteer prior to working with children. It must also be reviewed annually, preferably at a staff meeting prior to the start of the school year.
7. An acknowledgement form should be signed by each staff member and volunteer who has regular contact with students after their initial training session and again signed following every subsequent annual training. (See Appendix C - *Acknowledgement of Orangeville Christian School's Child Welfare Policy and Procedures*). This form will be kept in a secure, confidential file with VSC and retained indefinitely.
8. The Principal/Designate will monitor the Child Welfare Policy and Procedures to ensure that they are enforced.

Working Conditions

1. The windows in classroom doors should remain free of decorations so as to give an unobstructed view into the room.
2. Doors without windows must be left open when students are present.
3. All one-on-one contact between a staff member and a student are to be held in public view.

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4. Displays of affection between staff and students, while a natural way of conveying support and encouragement, must be limited to brief and appropriate contact. Any person's sensitivity to such contact, or right to refuse such contact must be respected.
5. On outings away from the school, groups of students must be supervised by at least two adults of the same sex as the students.
6. One-on-one interactions outside of school hours between staff members and students is discouraged. (For example, staff should not provide car rides to students or meet a student for coffee).

Definitions[4]

Child Abuse or Neglect

Child abuse is when a parent, caregiver, or another adult physically and/or psychologically mistreats a child causing injury or emotional damage to a child or youth. This includes physical abuse, sexual abuse, emotional abuse as well as exposure to domestic violence. It can also result from a parent or caregiver's failure to provide adequately for the child's basic needs (neglect).

Types of Abuse

- **Physical**
- **Emotional**
- **Sexual**
- **Neglect**

Physical abuse is any deliberate physical force or action, by a parent or caregiver, which results, or could result, in injury to a child. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting, or throwing a child. Using belts, sticks, or other objects to punish a child can cause serious harm, and is also considered abuse.

Subtle signs of physical abuse may include (but are not limited to):

- Child wears long sleeves/long pants even in warm weather
- Excessive crying
- Child seems anxious when other children cry
- Avoidance of physical contact with others
- Recurrent nightmares or disturbed sleep patterns
- Behaviour extremes—aggressiveness or withdrawal
- Poor self-concept
- Whispered speech
- Loss of appetite for no apparent reason, or excessive appetite
- Child is wary of adults
- Re-enactment of abuse using dolls, drawings, or friends
- Clinging
- Delinquent behaviour
- Abrupt decline in school performance

Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond their capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the child. It may also include exposure to domestic violence. **Emotional abuse is when a caregiver treats a child in an extremely negative way that damages self-esteem and the concept of self.**

Subtle signs of emotional abuse may include (but are not limited to):

- Sudden change in self-confidence
- Headaches or stomach aches with no medical cause
- Destructive behaviour
- Abnormal fears, increased nightmares

[4] Used with permission from the Ontario Association of Children's Aid Societies. http://www.oacas.org/childrens-aid-child-protection/what-is-abuse/

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- Failure to gain weight (especially in infants)
- Desperately affectionate behaviour
- Speech disorders (stuttering, stammering)
- Habit disorders (biting, rocking, head-banging)
- Argumentative or consistent temper tantrums
- Bullying tactics
- Being easily frustrated
- Behaviour extremes—disobedient or overly compliant

Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. The child may co-operate because they want to please the adult or out of fear. It includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, and allowing/forcing a child to look at or perform in pornographic pictures or videos, or engage in prostitution. Sexual abuse is any sexual exploitation of a child by a caregiver or someone else.

Subtle signs of sexual abuse may include (but are not limited to):

- Frequent sore throats or urinary infections
- Constant sadness
- Re-enactment of abuse using dolls, drawings, or friends
- Clinging
- Thumb-sucking
- Sudden fear of the dark
- Behaviour extremism—aggressiveness or withdrawal
- Recurrent nightmares or disturbed sleep patterns
- Loss of appetite for no apparent reason, or excessive appetite
- Bedwetting
- Avoidance of undressing or wearing extra layers of clothes
- Abrupt decline in school performance

Neglect occurs when a caregiver fails to provide basic needs such as adequate food, sleep, safety, education, clothing, or medical treatment. It also includes leaving a child alone, or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused. Neglect is a pattern where a child's caregiver fails to provide basic needs such as food, sleep, safety, supervision, appropriate clothing or medical treatment.

Subtle signs of neglect may include (but are not limited to):

- Missing key articles of clothing
- Over- or under-dressed for weather conditions
- Height and weight significantly below age level
- Consistent school absenteeism
- Persistent hunger
- Trouble concentrating
- Low self-esteem
- Body odour
- Child assumes adult responsibilities
- Always being dirty and severely unkempt
- Sleepiness/always tired
- Child steals food/lunch money from others

Abandonment/Separation is when the child's parent or caregiver has died or is absent and has left the child without adequate custody and care. Abandonment also occurs when a child is in residential care and the parent or caregiver refuses, or is unable, to resume custody and care of the child.

Caregiver is anyone who has the responsibility of caring for a child. This may include parent/guardian, day-care providers, babysitters, teachers, other school employees (e.g., bus driver, paraeducator, custodian, etc.), school volunteers, etc**.**

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Caregiver Capacity refers to the characteristics demonstrated by a parent or caregiver indicating their ability to adequately care for, and protect, a child. There may be no harm to a child or evidence that the child is in need of protection, however, the caregiver may demonstrate characteristics that indicate a child may be at risk of harm without intervention.

Caregiver characteristics indicating a child may be at risk include a history of abusing/neglecting a child, being unable to protect a child from harm, drug or alcohol abuse, mental health issues or limited care giving skills.

A Child means a person under the age of eighteen years[5]**.**

Domestic Violence is violent and abusive behaviour that occurs within a child's home. Domestic violence usually involves the violent abuse of a partner or spouse. A female partner is most commonly the victim of domestic violence, although male partners may also be victims. Domestic violence has a profound emotional impact on children, and may raise the risk of child abuse and neglect.

Reasonable Grounds are what an average person, given their training, background and experience, exercising normal and honest judgment, would suspect. (Brochure *Reporting Child Abuse and Neglect*, Ontario Ministry of Community and Social Services) It is not necessary to be certain a child is, or may be, in need of protection to make a report to a CAS.

In order to be able to make a "reasonable grounds" decision, school staff should be familiar with the physical and behavioural indicators of abuse.

A Note about Children with Special Needs

Children with special needs are shown to have an increased vulnerability to abuse. When the suspected abuse involves a child with special needs it is important to seek consultation and support for the school and child from specialists within the school and community.

Special needs include:

- Communication disabilities
  - Hearing impairments
  - Speech or language impairments
  - Non-English speaking
  - Age (a younger child such as a preschooler)
- Physical disabilities
- Developmental delays

Any of the above increase a child's vulnerability as they may not be able to:

- Express the abuse.
- Escape the abuse. There is more likely to be a power imbalance in the relationship due to the child's dependence on a caregiver to be fed, bathed, and moved.
- Recognize that what they are experiencing is abuse.

[5] http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/abuseandneglect.aspx

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Orangeville Christian School Child Welfare Policy

Subject:	**Child Welfare Policy**	Approved:	**October 2025**

Purpose

Orangeville Christian School is committed to providing a safe and welcoming school environment for all children and adults. The school has an important role to play in the prevention of child abuse and is responsible for the safety of everyone within its walls. This policy is to ensure that each child enrolled in Orangeville Christian School is protected and safe by ensuring that it is a caring environment for the growth and development and that all employees and volunteers of the school fulfil their legal responsibilities with respect to the *Child, Youth and Family Services Act, (*the *Act)*[1].

Policy Description

The school has a custodial role in caring for the child which is delegated to it by the parent and is a primary duty of the school. It is specifically part of the duties of the Principal. Because of the amount of time a child spends here, the school is in a special position to become aware of indicators of abuse or neglect. It also can offer safety and security to the child who is a victim of abuse at home or elsewhere. The protection of the child is paramount. If there is any doubt regarding the reporting of child abuse, the school staff should err on the side of protecting the child.

Child abuse is when a parent, caregiver or another adult physically and/or psychologically mistreats a child causing injury or emotional damage to a child or youth. This includes physical abuse, sexual abuse, emotional abuse as well as exposure to domestic violence. It can also result from a parent or caregiver's failure to provide adequately for the child's basic needs (neglect). [2]

Orangeville Christian School acknowledges that the state, as represented by police and in Ontario, the Children's Aid Society, has the authority to use all the means at its disposal to protect the child from abuse where necessary and that the school has a legal duty to abide by *the Child, Youth and Family Services Act,* 2017 and the *Regulations*, as well as every statute that may be substituted.

Orangeville Christian School acknowledges every person who has reasonable grounds to suspect abuse of a child is required by the *Act* to report this belief as soon as possible to the Children's Aid Society and that this duty cannot be delegated to someone else.

This policy recognizes that the protocols and procedures to support the school, its employees, children and the parents are critical to any accusation of abuse that arises. The Board of Orangeville Christian School therefore acknowledges that the school will adhere to the protocols and procedures described in the Orangeville Christian School *Child Welfare Policy and Procedures Manual*.

Confidentiality is a core value in all matters related to abuse allegations and reporting. The school will not divulge any information in relation to these cases except to the proper authorities and upon the instruction from the proper authorities. Although the school leader may often feel pressure to address incorrect information or explain decisions, confidentiality must remain an overriding principle.

The Principal of the school is responsible to the Board for the implementation of this policy and for the training of all school personnel outlined in the Orangeville Christian School *Child Welfare Policy and Procedures Manual*.

Regulations:

1. The Board shall ensure that all employees, contract workers and volunteers are aware of definitions of child abuse and alert to the indicators.
2. Based on their roles and responsibilities, all employees and volunteers will receive training on procedures and protocols associated with reporting and investigating suspected child abuse before beginning to work with children and on an annual basis. The acknowledgement form will be signed following each training session and filed in the personnel files. These forms will be retained indefinitely in confidential files.

[1] https://www.ontario.ca/laws/statute/17c14
[2] See "Definitions" in the [Name of School] *Child Welfare Policy and Procedures Manual* and the *Child, Youth and Family Services Act, 2017*.

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3. The dignity and privacy of the child must always be respected.
4. Employees and volunteers shall cooperate with Children's Aid workers and the police.
5. Employees to whom a disclosure is made and who report suspected child abuse shall maintain the appropriate documentation. All documentation shall be stored separate from the student's *OSR* in a secure location. Documentation shall be kept indefinitely.

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Orangeville Christian School Child Welfare Procedures

General Reporting Protocol for Disclosures or Suspicions of Child Abuse/Neglect

Duty to Report

1. Under the *Child, Youth and Family Services Act, 2017*[1], every person who has reasonable grounds to suspect a child is in need of protection is obligated to report the suspicion and the information upon which it is based with the Children's Aid Society (CAS).
2. **Duty cannot be delegated.** The person suspecting the abuse is responsible for reporting to CAS and cannot rely on someone else such as the Principal to make the report. However, this person may ask to have a support person present when making the report.
3. **The duty to report is an ongoing obligation.** Even if a report regarding the abuse of a child has already been made, if there are additional grounds to support that the child may be in need of protection, this must also be reported to CAS.
4. **Failure to Report.** If an employee fails to report suspicions or knowledge of child abuse or neglect, they are liable on conviction to a fine of up to $5000.
5. **Liability.** The Act protects employees who report suspicions of abuse from liability when the suspicions are reasonable and not made maliciously. The duty of to make a report "overrides the provisions of any other provincial statute—that is, those provisions that would otherwise prohibit the professional or official from disclosing confidential or privileged information. In other words, a teacher or school Principal must report that he or she suspects that a child is or may be in need of protection even if he or she believes that the information to be used to support the report is supposed to be confidential or privileged."[2]
6. When an employee suspects that a child is a victim of abuse by an adult, or another child, including a child that attends the school, that employee shall inform the Principal or designate regarding the suspicion and the circumstances; however this should not unduly delay the report to the CAS (The Principal/designate should keep detailed notes at all stages of the process regarding their involvement).
    a. **Where Reasonable Grounds Exist**. If after consultation, there are reasonable grounds to suspect abuse, the Children's Aid Society shall be contacted by the staff member who suspected the abuse or to whom it was reported.
    b. **When Reasonable Grounds are Not Clear**. When school personnel are unclear about "reasonable grounds," that person shall discuss the circumstances of the suspected abuse with a CAS intake worker without using the name of the child. If after consultation, the intake worker advises that the situation must be reported, the staff member shall share all relevant information with the intake worker in accordance with the requirements of the Act.
    c. **When the Student is Sixteen or Seventeen Years of Age.** If abuse is suspected in a child who is 16 or 17 years of age, the suspected abuse shall be reported to CAS. CAS is responsible to assess the reported information and will determine this child or any other child under the age of 16 in the home is in need of protection. The reporter may be directed by CAS to also call police.

    In all cases, keep a record of the call to CAS using the *Report of Suspected Child Abuse Form*.

[1] https://www.ontario.ca/laws/statute/17c14

[2] Child, Youth and Family Services Act, s 125 (10)

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Investigations

1. **The role of the Principal and employee** is not to prove a child has been abused but to report it to the Children's Aid Society (CAS) when they have "reasonable grounds to suspect" that a child has been abused and is in need of protection. CAS and/or the police shall determine the appropriate course of action to follow. No employee/volunteer shall attempt to address the situation on their own.
2. **Questioning of the Student:** The school personnel should not conduct an investigation regarding the suspicion or disclosure and should question the student only to clarify the nature of the complaint.

Making the Report

1. **Report as soon as possible**. The report to the CAS shall be made **as soon as possible** in order to give the CAS time to interview the child, if necessary. If the CAS requests it, the Principal shall detain and supervise the child at school for purposes of an interview.
2. Before making a report to CAS, it is necessary to prepare the information about the student and the details about the reason for the referral. The CAS will require this information. (See Appendix B: When Calling CAS)
3. Complete the *Report of Suspected Child Abuse Form* and *Documentation Record Form*. (Appendix A)
4. **Related Issues**
    a. Since the safety and protection of the child is the utmost concern, be sure to inform the CAS worker about any of the child's family circumstances (including siblings) which may help in the investigation.
    b. It will also be helpful for the school to have answers to the following:
        i. The name and contact information of the CAS workers spoken to.
        ii. How and when the parents will be notified
        iii. If the child will be interviewed
        iv. If the interview will be at the school or at home
        v. If the child may go home if the interview has not yet taken place?
        vi. What information should be shared with the child and parents if the interview has not taken place
    c. The Children's Aid Societies in our area are:
        i. Children's Aid Society of _____
        ii. Catholic Children's Aid Society of _____
        iii. *[list any other applicable to your area, e.g. Native Child and Family Services]*
5. **Make a Record of the Report of Suspected Child Abuse**. All observations and any actions that have been taken are to be factually documented and stored by the school and/or staff member in a confidential location. The teacher and the Principal shall review the outcome of the reporting to the CAS and fill in the form *Report of Suspected Child Abuse Form* (Appendix A: Reporting Forms) immediately. The Principal shall be available for support to the staff member and to assist in any decision making that may have to occur. If the CAS worker indicates that there are not reasonable grounds or the suspicions and/or disclosure to warrant an investigation, complete the form and indicate the worker's response on the form. The person making the report should make detailed notes of the disclosure/suspicion and the report to CAS.

Supporting the Child

1. **Confidentiality**. Any suspicion of a child in need of protection must be kept confidential by restricting the number of people who are made aware, and by all parties maintaining strict silence. Respect the child by not identifying them to other staff or students.
2. Depending upon the child's age, the reporting staff member may let the student know of the requirement to report.
3. **Provide Access to the Child by the CAS worker.** The place of interview should be discussed with the Children's Aid Society intake worker at the time of the reporting. CAS or the police may interview the child, and possibly other children in the family, at school. The Principal shall permit a CAS worker to have access to the child at school, and to the child's siblings, if requested. The

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Principal shall ensure that the proper identification has been produced by the child protection worker or police officer prior to an interview.

4. If the interview is to take place at the school, a trusted person should be appointed by the staff member or Principal to stay with the student until an intake worker from CAS arrives and is ready to begin the interview.
5. **Presence of School Staff at Interview.** Although the CAS intake worker will usually ask to interview the child alone, they may determine who else should be present for the interview of the child. If the child requests a support person, they should be an adult that the child has chosen.

Notification of Parents

Do Not Contact the Parent. It is the responsibility of the CAS to notify the parents when child abuse is suspected. The person reporting shall not notify the parents nor obtain their consent. The decision as to when and how to report to the parents will be coordinated with the school by the CAS worker. The reporting person should ask the CAS worker when the parents will be notified so that the school may be prepared for the response and provide appropriate support.

Removal of Child from School

CAS has the legislated right to remove a child from the school with or without a warrant.[3] When this is the case, the Principal or Principal designate shall ensure that there is a written statement from the worker that they "believe the child is in need of protection and is removing the child to a place of safety." (Appendix A: Removal of Child from School Premises by CAS Form) The CAS worker or police officer will then take full responsibility for the student.

Protocol When Complaints Involve an External Caregiver

When the suspected offender is an external caregiver, the staff member's responsibilities are to:

1. Inform the Principal or designate of suspicions or disclosure to determine reasonable grounds.
2. Make the report to CAS and/or police. Be prepared to provide the appropriate information to the intake worker. (Appendix B – When Calling CAS).
3. Complete the *Report of Suspected Child Abuse Form* and *Documentation Record Form.*
4. Support the child through the investigation.
5. Maintain confidentiality.

NOTE: Parents/guardians should not be notified. The decision as to when and how to report to the parents will be coordinated with the school by the CAS worker.

Protocol When Complaints Involve a Member of Staff

When the suspected offender is another staff member, the staff member's responsibilities are to:

1. Inform the Principal or designate of suspicions or disclosure to determine reasonable grounds.
2. Make the report to CAS and/or police. Be prepared to provide the appropriate information to the intake worker. (Appendix B – When Calling CAS)
3. Complete the *Report of Suspected Child Abuse Form* and *Documentation Record Form.*
4. Support the child through the investigation.
5. Maintain confidentiality. The implicated staff member **MUST NOT** be contacted regarding the allegations or disclosure unless instructed by CAS. After receiving instructions, contact should only be made by the Principal or designate.

NOTE: Parents/guardians should not be notified. The decision as to when and how to report to the parents will be coordinated with the school by the CAS worker.

Additional Steps for the Principal

1. Subject to authorization by CAS, the Principal/Designate shall notify the suspected offender of the accusation, the action taken, and advise them to contact their professional association and/or to seek personal legal counsel.

[3] Child, Youth and Family Services Act, s. 81 (7)

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2. The Principal, in collaboration with CAS, decide what actions to take in regard to the alleged abuser. (For example, remove staff member from interaction with student, which may include suspension with/without pay).
3. The Principal shall cooperate but remain uninvolved in any investigation.
4. Aside from informing the Board Chair, in confidence, of the allegations and keeping them informed of the situation, the Principal shall also contact the school's legal counsel and insurance provider. The Principal may also wish to contact Edvance.
5. The Principal should consult with the CAS regarding any communications with the school community. This will include decisions on who should be informed (other staff members, parents, and/or students), what information is disclosed, and when and how the information is shared.
6. Under the *Student Protection Act*, where the accused is a member of the Ontario College of Teachers and/or the Ontario College of Early Childhood Educators, and there has been a **charge or conviction** of abuse or that, in the employer's opinion, indicates that a child may be at risk of harm or injury, the matter shall be reported to the appropriate college **in writing** as soon as possible.

Protocol When Complaints Involve a Volunteer

When the suspected offender is a school volunteer, the staff member's responsibilities are to:

1. Inform the Principal/Designate of suspicions or disclosure to determine reasonable grounds.
2. Make the report to CAS and/or police. Be prepared to provide the appropriate information to the intake worker. (Appendix B – When Calling CAS)
3. Complete the *Report of Suspected Child Abuse Form* and *Documentation Record Form.*
4. Support the child through the investigation.
5. Maintain confidentiality. The implicated volunteer **MUST NOT** be contacted regarding the allegations or disclosure unless instructed by CAS. After receiving instructions, contact should only be made by the Principal/Designate.

NOTE: Parents/guardians should not be notified. The decision as to when and how to report to the parents will be coordinated with the school by the CAS worker.

Additional Steps for the Principal

1. Subject to authorization by CAS, the Principal or designate shall notify the suspected offender of the accusation, the action taken and advise him/her to seek personal legal counsel.
2. The Principal will act in collaboration with CAS on what actions to take in regard to the alleged abuser. (For example, remove volunteer from position in school).
3. Aside from informing the Board Chair, in confidence, of the allegations and keeping him/her informed of the situation, the Principal shall also contact the school's legal counsel and insurance provider. The Principal may also wish to contact Edvance.
4. The Principal should consult with the CAS regarding any communications with the school community. This will include decisions on who should be informed (other staff members, parents, and/or students), what information is disclosed, and when and how the information is shared.

Protocol When Complaints Involve the Principal

When the suspected offender is the Principal, the staff member's responsibilities are to:

1. Inform the Board Chair/Designate of suspicions or disclosure and that a report is being made to CAS.
2. Make the report to CAS and/or police. Be prepared to provide the appropriate information to the intake worker. (Appendix B – When Calling CAS)
3. Complete the *Report of Suspected Child Abuse Form* and *Documentation Record Form.*
4. Support the child through the investigation.
5. Maintain confidentiality. **Under no circumstances shall the implicated Principal be contacted** regarding the allegations or disclosure until specific instructions are received from CAS. After receiving instructions, contact should only be made by the Board Chair/Designate.

NOTE: Parents/guardians should not be notified. The decision as to when and how to report to the parents will be coordinated with the school by the CAS worker.

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Additional Steps for the Board Chair

1. Subject to authorization by CAS, the Board Chair/Designate shall notify the Principal of the accusation, the action taken and advise them to contact their professional association and to seek personal legal counsel.
2. The Board Chair/Designate will act in collaboration with CAS on what actions to take in regard to the alleged abuser. (For example, remove Principal from interaction with student, which may include suspension with/without pay).
3. The Board Chair/Designate informs the executive committee as well as contact the school's legal counsel and insurance provider. The Board Chair may also wish to contact Edvance.
4. The Board Chair/Designate should consult with the CAS regarding any communications with the school community. This will include decisions on who should be informed (other staff members, parents, and/or students), what information is disclosed, and when and how the information is shared.
5. If the Principal has been suspended without pay, the board will need to appoint an interim Principal to run the school. This person should be kept abreast of the situation.
6. Under the ***Student Protection Act***, where the accused is a member of the Ontario College of Teachers and/or the Ontario College of Early Childhood Educators, and there has been a **charge or conviction** of abuse or that, in the employer's opinion, indicates that a child may be at risk of harm or injury, the matter shall be reported to the appropriate college **in writing** as soon as possible.

Protocols for Student to Student Abuse

When a complaint is received about child to child abuse allegations:

1. The caregiver/staff member receiving the complaint should consult with the Principal or designate
2. If reasonable grounds are established, the person who received the complaint shall notify the CAS.
3. If further advice is required before officially filing with CAS, an informal call shall be made to the intake worker at the local CAS without using the name of the child.
4. If a complaint is filed, then communication will be dictated by the CAS case worker.
5. If reasonable grounds are not established, the school's discipline protocols will determine next steps.

Additional comments about Student to Student Abuse:

1. Due to the extremely sensitive nature of these allegations, all parties must respect confidentiality. Regardless of the actions of other parties, it is imperative that school staff maintain confidentiality at all time.
2. Record keeping must be thorough and complete. Complete the *Report of Suspected Child Abuse Form* and *Documentation Record Form.*
3. The Principal should seek outside advice, including Edvance, the school's legal counsel, and the insurance provider
4. The following link to the Public Health Agency of Canada addresses sibling sexual abuse and may provide some helpful insights for the caregiver: http://www.phac-aspc.gc.ca/sfv-avf/sources/nfnts/nfnts-visac-sibabus/index-eng.php#Ifo

Status of the Investigation

The Principal may ask the designated authorities to inform the school of the outcome of the investigation once the interviews have been completed. It is at the discretion of the CAS as to how much information they choose to provide.

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APPENDIX A – REPORTING FORMS

ORANGEVILLE CHRISTIAN SCHOOL

Report of Suspected Child Abuse Form

To be used when suspected child abuse cases are reported to a Children's Aid Society

CHILD'S NAME _____ D.O.B. _____AGE_____

ADDRESS _____

_____ PHONE _____

PARENT/GUARDIAN NAME(S) _____

CHILD KNOWN TO RESIDE WITH _____

OTHER CHILDREN IN RESIDENCE _____

WORK PHONE _____ CELL PHONE_____

SCHOOL _____

---

1. TYPE OF SUSPECT ABUSE ❒ Physical ❒ Sexual ❒ Emotional ❒ Neglect

OBSERVATIONS LEADING TO SUSPICION OF ABUSE (time and dates if communicated - attach if necessary):

_____

_____

NAME OF ALLEGED ABUSER (IF KNOWN) _____

2. PERSON REPORTING SUSPECTED ABUSE

NAME _____ POSITION _____

DATE _____ TIME _____

3. REPORT TO PRINCIPAL/DESIGNATE

NAME _____ POSITION _____

DATE _____ TIME _____

OTHER STAFF CONSULTED (DIRECT OR SUPPORT)_____

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Report of Suspected Child Abuse Form continued

4. REPORT TO CHILDREN'S AID SOCIETY

NAME OF AGENCY REPORTED TO: ❒ CAS ❒ CCAS ❒ OTHER _____

DATE _____ TIME _____

CASE WORKER RECEIVING CALL _____ PHONE _____

PERSON REPORTING_____ POSITION _____

CAS RESPONSE (including information that can be shared and with whom, responsibility of parental contact, timing and location of investigation.)

_____

_____

NEXT STEPS

_____

_____

5. SIGNATURES

PERSON SUSPECTING ABUSE _____ DATE _____

PERSON REPORTING ABUSE _____ DATE _____

PRINCIPAL _____ DATE _____

NOTES:

One copy for CAS intake worker.
One copy for the school to be stored in a secure confidential file.
NOT TO BE INCLUDED WITH OSR.

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ORANGEVILLE CHRISTIAN SCHOOL

Discretionary Follow-Up Report of Suspected Child Abuse Form[1]

To be used when suspected child abuse cases are reported to a Children's Aid Society as a follow-up.

CHILD'S NAME _____ D.O.B. _____AGE_____

ADDRESS _____

_____ PHONE _____

SCHOOL _____

DATE OF INITIAL REPORT OF SUSPECTED ABUSE _____

OUTCOME OF CHILDREN'S AID SOCIETY INVESTIGATION

❒ ABUSE CONFIRMED ❒ ABUSE NOT CONFIRMED

❒ OTHER (SPECIFY) _____

_____

_____

COMMENTS _____

_____

_____

CURRENT STATUS AND CHILDREN'S AID SOCIETY INVOLVEMENT

_____

_____

SIGNATURE

PRINCIPAL _____ DATE _____

If this form is used, it should be attached to the initial report.
NOT TO BE INCLUDED WITH OSR.

[1] This form is discretionary and developed as a support document. It may be used by the principal for follow-up and tracking purposes.

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Documentation Record Form

The purpose of the notes is to assist in providing information to CAS and if necessary, to assist in recalling information when testifying in court at a later date.

1. The staff member's documentation record should:
    a. be brief and to the point and written immediately after an observation is made (do not rely on memory);
    b. include dates and times;
    c. be a record of factual observations without judgments;
    d. include relevant quotes from the child;
    e. be chronological;
    f. include name of the CAS worker and/or police officer who was spoken to and any advice given;
    g. be signed.
2. Any alterations made to the original notes must be dated, initialled and signed and kept with the original notes.

Notes must be kept in a safe and secure confidential location and not in the child's OSR file.

ORANGEVILLE CHRISTIAN SCHOOL

Documentation Record Form

NAME _____ POSITION _____

RECORD PERTAINING TO

CHILD'S NAME _____ D.O.B. _____AGE_____

DATE	TIME	OBSERVATION	QUESTIONS ASKED OF STUDENT

CAS/POLICE CONTACT _____ DATE _____

ADVICE GIVEN _____

SIGNATURE _____ DATE _____

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ORANGEVILLE CHRISTIAN SCHOOL

Removal of Child from School Premises by CAS

Form to be signed when a child is taken into care with or without a warrant.

NAME OF SCHOOL _____

ADDRESS _____

STUDENT'S NAME _____ D.O.B. _____

DATE OF REMOVAL _____

1. I, _____ am a person authorized under the *Child, Youth and Family Services Act.*
2. I have reasonable and probable grounds to believe that the child above noted is apparently in need of protection within the meaning of the *Act*.
3. I advise you that I have removed or do hereby remove such child from your care and premises.
4. I acknowledge that _____, the Principal or School Designate has this ___ day of ___, 20__ delivered to me the custody of the child named herein.

Name of Authorized Person (Printed) _____

Signature line of Authorized Person _____

I, _____ (Principal or School Designate) hereby attest that I have verified the credentials of the person named above and he/she, in my presence, has reviewed and signed this form and has carried out the actions therein.

Name of Principal/Designate (Printed) _____

Signature of Principal/Designate _____

CC: Children's Aid Society, School, Police

This form is to be attached to the initial report.
Include a copy of the warrant if applicable
NOT TO BE INCLUDED WITH OSR.

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APPENDIX B – "WHEN CALLING CAS" FORM

ORANGEVILLE CHRISTIAN SCHOOL

WHEN CALLING CAS Form

The Children's Aid Society in our area is:

- Dufferin Child and Family Services

When making a report to CAS, the following information should be provided to the intake worker at CAS. Completing the *Report of Suspected Child Abuse Form* will provide most of this information.

This information must be kept in a secure confidential file, separate from the student's OSR.

1. **General details**
   - ✓ Name and position of person reporting
   - ✓ Date and time of the report

2. **Information about the student**
   - ✓ Name
   - ✓ Date of Birth
   - ✓ Parent/Guardian Name(s)
   - ✓ Contact information of Parent/Guardian including address and phone number
   - ✓ Names of other known residents in home, especially siblings

3. **Information regarding the suspicions or disclosure**
   - ✓ What did the student say?
   - ✓ To whom was it said?
   - ✓ If known, where and when did the incident(s) take place?
   - ✓ Who is the alleged offender?
   - ✓ Describe any physical marks or injuries
   - ✓ Describe the student's demeanour

It will also be helpful for the school to have answers to the following:

1. **Information about the CAS intake worker**
   - ✓ Name and position of intake worker
   - ✓ Contact information

2. **Information about the investigation**
   - ✓ Will the matter be investigated? If yes:
     - ✓ Will the child be interviewed?
     - ✓ When will the interview take place?
     - ✓ Where will the interview take place?
     - ✓ How and when will the parent(s)/guardian(s) be notified?
     - ✓ When will that contact be made?
     - ✓ What should be done with the child?
   - ✓ What if the interviewed is delayed?
     - ✓ May the child go home?
     - ✓ What information should be shared with the student?
     - ✓ What information can/should be shared with the parent(s)/guardian(s)?

If the CAS intake worker determines that the matter will not be investigated,

- ✓ Record name and contact information of intake worker on the *Report of Suspected Child Abuse Form*
- ✓ Indicate the worker's response on the form.
- ✓ Keep detailed notes of the disclosure/suspicion and the report to CAS
- ✓ This information must be kept in a secure confidential file, separate from the student's OSR.

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APPENDIX C: RELATED DOCUMENTS AND LEGISLATION

Related School Documents

It is imperative that the related documents are kept up-to-date and reviewed as per school policy. The list below is not intended to be exhaustive but rather to provide examples of related documents.

Child Welfare Manual, Edvance Christian Schools Association, 2019

Orangeville Christian School's Vulnerable Sector Record Checks Policy

Orangeville Christian School's Student Code of Conduct Policy

Orangeville Christian School's Child Welfare Policy and Procedures

Related Legislation

The Child, Youth and Family Services Act, 2017 and the *Regulations*

Ontario College of Teachers Acts

Teacher's Qualifications Regulation

Professional Misconduct Regulation

Ontario Education Act

Safe Schools Act

Student Protection Act

Ontario Human Rights Code

Criminal Code of Canada

Youth Criminal Justice Act

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