

Limestone District School Board

**RESPONDING TO A CHILD IN NEED OF PROTECTION
A STAFF GUIDE**

| As the child discloses DO: | |
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| <ul style="list-style-type: none"> • Believe the child. • Remain calm. • Take time to respond to the child's questions and concerns. | <ul style="list-style-type: none"> • Reassure and support the child. • Reinforce the need to involve others. • Be careful not to ask leading questions or pry for details. |

Reporting Procedure DO:

- Make the report yourself, (it is your responsibility to report directly). Provide the child's name, D.O.B., address, phone number, parent's name, name and age of siblings, native status and health problems.
- Inform the Principal/designate immediately of the disclosure (do not leave the child alone).
- After a report has been made, the parent/guardians should not be notified until there has been consultation with the Children's Aid Society/Family and Children's Services.
- Clarify with the Children's Aid Society/Family and Children's Services worker as to whether or not there will be same day response in the school and/or whether the student can be dismissed from school at the end of the day.
- Share with the Children's Aid Society/Family and Children's Services worker any information regarding the child or family which may help in the planning process.
- Stay with the child until the Children's Aid Society/Family and Children's Services worker arrives at the school, recognizing that the child may require support during this period.
- Ask the child if he/she would like an adult to remain with him/her as support. Let the child know who is available to him/her. Respect the child's wishes. The child may or may not want a support person present during the interview.
- If the alleged offender is another student and in a position of trust and authority, follow the same procedure.
- **NOTE:** Only the Children's Aid Society/Family and Children's Services should call or talk to the alleged offender. If the alleged offender is employed by the Limestone District School Board or a volunteer of the Board, follow the Board procedure as outlined in Administrative Procedure 341.
- Begin the documentation process immediately. Be aware any notes may be subject to review by a court during a criminal or civil proceeding. Ensure that your notes are factual and do not contain your opinions and include the date and time of the disclosure. These records are your responsibility and should be kept in a secure location at the school, not in the child's OSR.

After the Disclosure DO:

- Keep communication open with the child who may require ongoing support
- Respect the child's right to privacy by not identifying him/her to other staff or students

Resources: Referral and Consultation:

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| Children's Aid Society | 8:30am - 4:30pm | 613-542-7351 |
| | After hours | 613-542-6909 |
| Family and Children's Services | 8:30am – 4:30pm | 613-354-9744 |
| | After hours | 1-800-267-0971 |
| Kingston Police Force | 24 hours | 613-549-4660 |
| Ontario Provincial Police | 24 hours | |
| Frontenac Detachment | | 613-372-1932 |
| Kaladar Detachment | | 613-336-2244 |
| Loyalist Detachment | | 613-386-8601 |
| Napanee Detachment | | 613-354-3369 |

Revised November 2009