



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

| <b>When a Child Discloses:</b>                                                                                                                                                                                                                              |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Believe the child.</li><li>• Remain calm.</li><li>• Respond calmly to the child's questions and concerns.</li><li>• Do not investigate, interview the child further, or attempt to verify the disclosure.</li></ul> | <ul style="list-style-type: none"><li>• Reassure and support the child.</li><li>• Explain that others need to be involved.</li><li>• Your role is to listen, support, document, and report.</li></ul> |

### **Reporting Procedure:**

- Make the report yourself. You are responsible for reporting directly. Be prepared to provide the child's name, date of birth, address, phone number, parent()/guardian(s) name, and the name and age of siblings, if applicable.
- Inform the principal/designate of the disclosure as soon as possible.
- Do not leave the child alone. After a report has been made, the parent(s)/guardian(s) must not be notified until consultation has occurred with the Children's Aid Society.
- Clarify with the Children's Aid Society whether there will be a same-day response at the school and whether the child can be dismissed from school at the end of the day.
- Share any relevant information about the child or family that may assist the Children's Aid Society with planning and response.



- Stay with the child until the Children’s Aid Society arrives at the school. Recognize that the child may require support during this period.
- Ask the child if they would like a trusted adult to remain with them for support. Let the child know who is available, and respect their wishes. The child may or may not want a support person present during the interview.
- If the alleged offender is another student and is in a position of trust or authority, follow the same reporting procedure.
- If the alleged offender is employed by the Limestone District School Board or is a volunteer of the Board, follow section 5.0.0 of the Board’s Administrative Procedure 341, Child in Need of Protection.
- NOTE: Staff must not contact or speak with the alleged offender. Only the Children’s Aid Society should make contact.
- Begin the documentation process immediately. Where possible, record the child’s words as accurately as possible. Be aware that any notes may be subject to review by a court during a criminal or civil proceeding. Notes must be factual, include the date and time of the disclosure, and must not include personal opinions. These records are your responsibility and must be kept in a secure location at the school, not in the child’s OSR.
- Staff must complete the Children’s Aid Society Disclosure Report Form as soon as possible after making the report. Staff must also follow the Secure Storage, Handling, and Retention of the Children’s Aid Society Disclosure Report Form procedure.

### **After the Disclosure:**

- Maintain communication with the child, as appropriate, recognizing that they may require ongoing support after the disclosure.
- Respect the child’s right to privacy by not identifying them to other staff,

**Form 341**  
**Responding to a Child in Need of Protection**



students, or individuals who do not need to know.

| Resource                                                          | Availability   | Contact                        |
|-------------------------------------------------------------------|----------------|--------------------------------|
| Family and Children's Services of Frontenac, Lennox and Addington | 24 hours       | 613-545-3227 or 1-855-445-3227 |
| Kingston Police Force                                             | 24 hours       | 613-549-4660                   |
| Ontario Provincial Police – All Jurisdictions                     | 24 hours       | 1-888-310-1122                 |
| Kaladar OPP Detachment                                            | 8 a.m.- 4 p.m. | 613-354-3369                   |
| Loyalist OPP Detachment                                           | 8 a.m.- 4 p.m. | 613-354-3369                   |
| Napanee OPP Detachment                                            | 8 a.m.- 4 p.m. | 613-354-3369                   |