

Administrative Procedure		Nicola Similkameen School District
Section:	District Administration	
Title:	Child Abuse and Neglect-Reporting & Response	

Purpose

The purpose of this procedure is to ensure all employees understand their legal duty to report suspected child abuse or neglect and to outline clear, consistent processes for responding to disclosures or concerns.

The safety and well-being of students is the District's highest priority.

Definitions

- Child abuse includes physical, emotional, and sexual abuse, as well as neglect, as defined under the *Child, Family and Community Service Act*.
- A child is a person under the age of 19.

Legal Duty to Report

All employees, contractors, and volunteers have a legal obligation to report when they have reason to believe a child is in need of protection.

- Reports must be made directly to Child Protection Services at 1-800-663-9122.
- This duty cannot be delegated.
- Informing a supervisor does not fulfill this obligation.

Responding to a Disclosure

When a student discloses abuse:

Employees must:

- Remain calm and listen without judgment.
- Reassure the students they did the right thing.
- Avoid asking leading or investigative questions.
- Record the students' words as accurately as possible.

Employees must not:

- Promise confidentiality.
- Investigate or attempt to verify the disclosure.
- Interview the child beyond basic clarification.

Reporting Procedures

Where there is reason to believe a child needs protection:

1. Immediately inform Principal.
2. Immediately report to Child Protection Services at 1-800-663-9122.
3. Complete form "Report of Suspected Child/Youth Abuse or Neglect" and submit to Principal.

If a child is in immediate danger, contact **police (911)**.

Role of the Principal / District

The Principal or designate will:

- Support the employee in fulfilling reporting obligations.
- Ensure documentation is maintained appropriately.
- Notify the Assistant Superintendent or designate where required.

The District will:

- Cooperate fully with MCFD, Scw'exmx Child & Family Services and/or RCMP.
- The District will not conduct investigations that could interfere with a child protection investigation. The District retains the right to conduct administrative or employment-related investigations, as appropriate.

Specific Circumstances

a) Allegations involving a parent/guardian

- Report directly to Child Protection Services.
- Do not contact parents unless directed by Child Protection Services.

b) Allegations involving a District employee

- Report to Child Protection Services.
- Immediately inform the Superintendent and Director of Human Resources.
- District will follow separate employee investigation processes.

c) Allegations involving another student

- Report to Child Protection Services if protection concerns exist.
- School may implement interim safety measures.

Confidentiality

All information related to suspected abuse must be treated as confidential and shared only on a need-to-know basis, in accordance with legal obligations.

Documentation

- Written records must be factual, objective, and secure.
- Records may be required for legal proceedings.
- Copies of reports will be maintained in accordance with District protocols.

Training & Awareness

The District will:

- Provide annual training to staff on recognizing and reporting abuse in the fall of each school year.

Date Approved: March 27, 2026

Review Cycle: Every 3 years or as required.

References:

- Child, Family and Community Service Act
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96046_01?utm
- B.C. Handbook for Action on Child Abuse and Neglect
[The B.C. Handbook for Action on Child Abuse and Neglect: For Service Providers](#)
- Criminal Code of Canada
- Freedom of Information and Protection of Privacy Act