



Administrative Procedures

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| AP-411 | Date of implementation: Fall 2006 |
| | Date of update: Fall 2019 |
| | Related Administrative Procedures: AP-412 Access to Schools AP-425 Reporting of Child Abuse |
| PROTECTIVE SERVICES | |

Purpose: The Division requires all employees to concern themselves with the physical, social, and emotional welfare of each student. Abuse or neglect of children and youth must not be left unchecked by persons charged with the care of students.

For the purpose of this administrative procedure, “Protective Services” are to mean child welfare authorities and/or law enforcement authorities serving to protect children.

Procedures:

- 1) Reporting Children in Need of Protective Services
 - a) The Director of Education or designate is responsible for ensuring school-based personnel have access to the most current information about children needing protective services.
 - b) Principals are to familiarize themselves and their staffs with procedures and information regarding the reporting of children in need of protective services as provided in AP-425 Reporting of Child Abuse and the Saskatchewan Child Abuse Protocol.

- 2) Cooperation with Protective Services for Children in Need of Protection
 - a) In reported cases of a child in need of protection, the principal shall, when requested by the Protective Services agency(ies), permit Protective Service personnel to conduct interviews with the child on school premises without parental notification. The principal must request professional identification from the Protective Services personnel to verify their identity. The principal shall advise the Learning Superintendent or designate of these incidents.
 - b) On occasion, duty may direct Protective Services personnel to remove a student from the school without giving notice to the parent or guardian. If this occurs, the principal will request the child protection worker to advise the parent or guardian of the action taken by Protective Services as soon as is reasonable.
 - c) The principal will make arrangements for the interview and, if the principal believes it to be in the best interests of the child, may request to be present at the interview. If a staff member/principal is present at the time of the interview, there is a possibility of the staff member being subpoenaed to provide testimony at a later date.

- d) When a child is in need of protection within the meaning of *The Child and Family Services Act*, the Division employees shall cooperate with the persons or agencies involved in the care of the child. This may include, but is not limited to:
- i) Observing the child's progress, including behaviour, academic progress, emotional functioning and physical well-being.
 - ii) Participating in any agreed-upon case plan, subject to the limits imposed by statute and the Act.
 - iii) Sharing information with a child protection worker, Ministry of Social Services and any other persons involved in the treatment and support of the child subject to the limits imposed by statute, including *The Child and Family Services Act* and *The Local Authority Freedom of Information and Protection of Privacy Act*.

References:

[*Child and Family Services Act*, Sections 11, 12 and 81](#)

[*Education Act, 1995*, Section 85, 87, 175 and 231](#)

[*Local Authority Freedom of Information and Protection of Privacy Act*](#)

[*Saskatchewan Child Abuse Protocol*](#)

[*The Criminal Code of Canada*, Section 293.2, 273.3 \(d\) and 268 \(4\)](#)