

APPENDIX B

Report of Suspected Child Abuse

This document is intended to both:

1. Support calls to the appropriate authority by clarifying information required in the report; and
2. Serve as formal documentation for the report.

To: _____
(name of appropriate authority to which referral was made) _____
(person contacted)

Date of Report: _____ Time of Report: _____

From: _____ Position: _____
(person making report)

Relationship to the child: _____

School: _____ Phone: _____

Child in Need of Protection:

Child's Full Name: _____ Age: _____ Gender: _____

Date of Birth: _____ Address: _____

Name of Suspected Abuser: _____

Address: _____

Phone: _____

Parent/Guardian Names: _____

Address: _____ Phone: _____

Time of pick up/arrival home: _____

Names/Ages of Siblings (if known): _____

Address of Siblings (if different from parents/guardians): _____

Phone: _____

Are there any immediate concerns about the child's safety?

Indicate which of the reasons the child is considered to be in need of protection:

- Abuse and neglect** – refers to circumstances that may be harmful to a child's physical, emotional or psychological health.
- Physical abuse** – refers to all actions resulting in non-accidental physical injury or harm. This may include non-accidental injury, cruel or excessive corporal punishment (which may or may not cause physical injury), threats of physical harm, dangerous behaviour towards a child or in immediate proximity to the child (e.g., throwing objects, use of weapons).
- Sexual abuse and exploitation** – occurs when a child has been or is likely to be exposed to harmful interaction for a sexual purpose by a parent, caretaker, any person in a position of trust and/or any other person. It can include both physical and/or non-physical contact. Examples include engaging a child in sexual acts, obscene acts, taking pictures of a sexual nature (sexual exploitation), pornography, voyeurism, exhibitionism and threatening sexual assault, as well as the utilization of "grooming" techniques. (Grooming is defined as deliberate actions taken with the aim of befriending and establishing an emotional connection with a child, in order to lower the child's inhibitions in preparation for sexual abuse or exploitation of the child.)
- Physical Neglect** – refers to acts of omission on the part of the parent/caregiver. This includes failure to provide for the child's basic needs and appropriate level of care with respect to food, clothing, shelter, health/medical, hygiene, safety and supervision as determined by the minimum levels of care standards.
- Emotional maltreatment** – refers to both emotional abuse and emotional neglect of the child. Emotional abuse includes excessive and overt rejection, criticism and excessive demands of performance for a child's age and ability. Emotional neglect refers to the failure of the parent/caregiver to provide adequate psychological nurturance necessary for a child's growth and development.
- Exposure to domestic violence or severe domestic disharmony** – refers to a child living in a situation where there is interpersonal violence, including children witnessing, hearing or being aware of violence perpetrated by one adult figure against another adult figure, or against another child.
- Failure to provide essential medical treatment** – refers to a parent or caregiver failing to provide essential medical treatment to remedy a mental, emotional or developmental condition of a child.

Indicate the date and time of the disclosure as well as any direct quotes from the disclosure.

Describe how the child looks and other indicators of abuse or neglect that you have observed.

Response from the appropriate authority (*note date and time appropriate authority responded*):

Signature of Person Reporting

Date

Relationship to Child

Signature of School Principal

Date

Notes:

- Signature of Principal indicates only awareness that the report has been made. It does not indicate that the Principal acts as a co-reporter and does not indicate approval has to be sought for making a report if needed.
- If uncertain if a report needs to be made, consult with Child Protection Services.
- Original of this report to be forwarded to Director Designate for confidential storage at Division Office.