

Limestone District School Board

RESPONDING TO A CHILD IN NEED OF PROTECTION
A STAFF GUIDE

As the child discloses:	
• Believe the child. • Remain calm. • Take time to respond to the child’s questions and concerns.	• Reassure and support the child. • Reinforce the need to involve others. • Be careful not to ask leading questions or pry for details.

Reporting Procedure:

- **Make the report yourself. It is your responsibility to report directly.** Be prepared to provide the child’s name, D.O.B., address, phone number, parent’s name, name and age of siblings if applicable.
- Inform the Principal/designate of the disclosure as soon as practicable (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.
- Clarify with the Children’s Aid Society whether or not there will be same day response in the school and/or whether or not the student can be dismissed from school at the end of the day.
- Share with the Children’s Aid Society any information regarding the child or family which may help in the planning process.
- Stay with the child until the Children’s Aid Society arrives at the school, recognizing that the child may require support during this period.
- Ask the child if they would like an adult to remain with them as support. Let the child know who is available to them. 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.
- If the alleged offender is employed by the Limestone District School Board or a volunteer of the Board, follow section 5.0.0 of the Board’s Administrative Procedure 341, Child in Need of Protection.
- **NOTE:** Only the Children’s Aid Society should call or talk to the alleged offender.
- 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:

- Keep communication open with the child who may require ongoing support.
- Respect the child’s right to privacy by not identifying them to other staff or students.

Resources:

Family and Children’s Services	24 hours	613-545-3227
of Frontenac, Lennox and Addington (FACSFLA)	24 hours	1-855-445-3227

Kingston Police Force	24 hours	613-549-4660
Ontario Provincial Police-All Jurisdictions	24 hours	1-888-310-1122
Frontenac Detachment	8 am-4 pm	613-354-3369
Kaladar Detachment	8 am-4 pm	613-354-3369
Loyalist Detachment	8 am-4 pm	613-354-3369
Napanee Detachment	8 am-4 pm	613-354-3369

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