

## Administrative Procedure 325

---

### CHILD ABUSE AND NEGLECT

#### Background

Children have a right to be safe and adequately cared for at home, at school and in the community. School staff have a responsibility to safeguard children from abuse and neglect and will seek to work in cooperation with Alberta Children and Youth Services, the police and/or medical services in order to fulfill that responsibility.

#### Procedures

1. The Principal shall ensure that school staff are familiar with the contents of the Child, Youth and Family Enhancement Act and their responsibilities under the Act to report all suspected cases of child abuse and neglect. A copy of the Act can be accessed on the government web site at: [www.gov.ab.ca](http://www.gov.ab.ca).
2. When a staff member has reasonable and probable grounds to suspect that a child has been abused, or neglected, the staff member shall make a written note of the reasons for concern and any relevant statements made by the child.
3. The staff member shall then immediately inform the Principal of his/her observations and concerns. The staff member shall then contact Alberta Children and Youth Services and report the concerns. In the event that the staff member cannot make this call, then the Principal shall do so.
4. The Principal, after ensuring that Alberta Children and Youth Services has been contacted and advised of the staff member's observations and concerns, shall make a written record that includes:
  - 4.1 The date, time and the name of the staff member reporting the concern to Alberta Children's Services.
  - 4.2 The name of intake social worker receiving the call.
5. The Principal shall inform the Superintendent of the reported incident.
6. The action, or advice, provided by Alberta Children and Youth Services, and all matters pertaining to cases of suspected child abuse and/or neglect will be handled in the strictest confidence during the investigation period. All written records relating to the reporting of suspected child abuse and/or neglect will be maintained, under lock and key, in the Principal's office.
7. The Principal shall follow-up on the case by contacting representatives of Alberta Children's Services to obtain relevant information on the disposition of the reported incident.

8. At the end of the investigation the staff member and Principal shall meet to discuss the case and determine what further steps may be necessary.

Reference: Section 11, 33, 52, 53, 56, 196, 197, 222 Education Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act  
Practice Review of Teachers Regulation 4/99  
Student Record Regulation 097/2019  
Responding to Child Abuse – A Handbook (October 2005)