



RATIONALE:

As a public education system, we have a key role to play in keeping children and youth safe. We have a responsibility to ensure that our employees are able to recognize and take action on suspected child abuse and neglect. Staff members have a legal and employment obligation to report; they must be provided with appropriate information, training, and support to do so. This procedure sets out how that will occur in our district.

PROCESS:

1. Information Materials

Principal or Supervisor is required to ensure:

1. *Duty To Report* [poster](#) is posted in staff rooms and staff work areas such as photocopy rooms
2. copy of *BC Handbook for Action on Child Abuse and Neglect for Service Providers* is available in office and in staff room
3. every staff member is provided with the *Duty To Report* [pamphlet](#)

2. Annual Training

1. Principal or Supervisor will provide annual training to staff on Duty to Report by **September 30 each year.**
2. Principal will keep a list of who was present at the training and add the name and date to the list of any staff who were absent or start after September when they are trained by the Principal or Supervisor. List is maintained by principal until the following September 30 when it is replaced with current year list.
3. Staff includes any employee who works with or has contact with students (this includes office staff, Education Assistants and other support staff, etc.)
4. Principal or Supervisor will review the full [handbook](#) before providing the training to the staff.
5. Principal or Supervisor will use the District Duty to Report [training presentation](#) for the training.
6. Manager of Facilities or Assistant Manager of Transportation may contact Director of Inclusive Education to request a counsellor provide the annual training to bus drivers and any other staff who may have contact with students.

3. Operationalizing the training

1. Principal or Supervisor is responsible for supporting staff members in following the contents of the training and handbook to be attentive to signs and report suspected child abuse or neglect.



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2. Principal or Supervisor may contact the Safe Schools Coordinator (Assistant Superintendent) with questions or for assistance

Relevant Legislation and References:

[Child, Family and Community Service Act](#), Part 3, Division 1.14 Duty to report need for protection

[Reporting Child Abuse in BC - Province of British Columbia \(gov.bc.ca\)](#)