

## ADMINISTRATIVE PROCEDURE

**Personnel and Employee Relations**

Response to Child Abuse, Domestic  
Violence and Sexual Assault  
Disclosures

PER #42

**Approved:** January 2024

### Background

Physical abuse, sexual abuse, neglect, and emotional injury (including exposure to domestic violence) endanger a child's survival, security, and development. Under the Child, Youth and Family Enhancement Act, if a child's parent or guardian has endangered the child's survival, security, or development, then the child is in need of intervention. Any person who has reasonable and probable grounds to believe that a child is in need of intervention must forthwith report the matter to Children's Services. In addition, CTR employees must also take action if an individual other than a child's parent or guardian has endangered the child's survival, security, or development. Christ The Redeemer Catholic Schools has a protocol that explains how we will address and respond to child abuse, domestic violence and sexual assault in various circumstances. Every employee must comply with all applicable legislation, and this administrative procedure as well as the administrative procedures [Employee Conduct With Students](#) and [Teacher Growth, Supervision, and Evaluation](#). The purpose of this procedure is to outline and emphasize the duties of all employees of the Christ The Redeemer Catholic Schools to report child abuse, domestic violence and sexual assault.

### Procedures

#### 1. Role of the Principal

The principal must:

- a) ensure that all employees at the school are familiar with this administrative procedure;
- b) facilitate supportive school involvement in Child Welfare investigations; and
- c) ensure that all external presenters or volunteers are aware of school protocols for child abuse, domestic violence and student disclosures.

#### 2. Role of all Employees

All employees must, in consultation with the principal, immediately report their suspicions of child abuse, domestic violence and student disclosures to the appropriate authorities as per the attached Student Disclosure Response Template.

**Student Disclosure Response Template  
A Guide for CTR Staff**

	<p>Required minimum notification by all employees is to immediately inform your Principal/Administration about your concerns and/or disclosure.</p> <p>*See below.</p>
<p><b>Harm by adult in the home</b> When a student discloses or the employee believes that an adult in the student’s life has harmed or will harm the student, the employee must notify the principal. It is the responsibility of the person who has recognized issues of concern or received reports regarding the child to notify Children’s Services or the police/RCMP. Notification must come from the person who received the information firsthand and not from a third party. This call is to be made with the presence of Admin or FSLW/Connections Worker.</p>	<p><b>Step 1. Staff Members</b> ↓ <b>Principal/Admin → FSLW</b> ↓</p> <p><b>Step 2.</b> Consult with the Coordinator of Mental Health and/or Director of Student Services. The Associate Superintendent will also be involved. ↓</p> <p><b>Step 3.</b> Call to Children’s Services and/or RCMP is made by the employee in the presence of Admin or FSLW/Connections Worker.</p> <p>If FSLWs and/or Connections Workers receive a disclosure or they have concerns for children’s safety, they will notify the principal before contacting the Director of Student Services or Coordinator of Mental Health.</p>
<p><b>Harm by adult outside of the family</b> When a student discloses or the employee believes that an adult, outside of the family, has harmed or will harm the student, the employee is to notify the principal. In consultation with the principal, either the employee or the administrator will contact the parent/guardian to inform them of the alleged harm. If there is concern for the safety of the child in doing so, this will be discussed with administration and consultation with CEC staff will guide next steps. It will also be the responsibility of the person who has recognized issues of concern or received reports regarding the child to notify Children’s Services or the police/RCMP. Notification must come from the person who received the information firsthand and not from a third party. This call is to be made in the presence of Admin or FSLW/Connections Worker.</p>	<p><b>Step 1. Staff Members</b> ↓ <b>Principal/Admin → FSLW</b> ↓</p> <p><b>Step 2.</b> Consult with the Coordinator of Mental Health and/or Director of Student Services. Associate Superintendent will also be involved. ↓</p> <p><b>Step 3. Parents/Guardians notified</b> ↓</p> <p><b>Step 4.</b> Children’s Services and/or RCMP call is made with Admin or FSLW.</p> <p>If FSLW and/or Connections Workers receive a disclosure or they have concerns for children’s safety, they will notify the principal before contacting the Director of Student Services or Coordinator of Mental Health.</p>

<p><b>Sexual assault outside of the family</b>          If a student discloses, or the employee believes that a sexual assault or an incident of sexual harassment has occurred, they will notify the principal, who will work in consultation with the Associate Superintendent, Director of Student Services, and the Coordinator of Mental Health. Next steps will involve notifying parents/guardians and police/RCMP. Measures at the school may need to be taken to ensure student safety. This may warrant a school-based investigation in some cases, which will be led in consultation with the Associate Superintendent.</p> <p>Families may wish to consult with their healthcare provider to seek further guidance.</p>	<p style="text-align: center;"> <b>Principal/Admin</b>            ↓  <b>Associate Superintendent</b>            ↓  <b>Director of Student Services/Coordinator of Mental Health</b>            ↓  <b>Parents/Guardians</b>            ↓  <b>Police/RCMP</b> </p>

\*This is the suggested sequence of events, however it is important to discern on a case-by-case issue, how best to proceed while considering our responsibilities to care for all parties involved.