

Child Abuse and Protection of Students	
Adopted: March 22, 2004	Last Reviewed/Revised: January 6, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: II-20 Child Abuse and Protection of Students VI-102 Responding to Hate or Bias Motivated Incidents Involving or Impacting Students.	

Purpose

To describe the actions expected of all Halton Catholic District School Board (HCDSB) staff and volunteers pertaining to the protection of children as defined under the *Child, Youth and Family Services Act* and to the protection of students under age 18. Specifically, in cases where reasonable suspicion exists that a student may be at risk, or is otherwise in need of protection, these actions will cause staff and volunteers to be in compliance with the *Child, Youth and Family Services Act*, *Policy II-20* of the Halton Catholic District School Board, the *Ontario College of Teachers Act*, the *Student Protection Act*, and *Criminal Code of Canada*.

Application and Scope

This procedure applies to all staff and volunteers of the HCDSB in respect of all students of the HCDSB. Specific actions are described for those in specific positions of responsibility as appropriate.

References

[Child, Youth and Family Services Act](#)

[College of Audiologists and Speech-Language Pathologists of Ontario: Duty to Report](#)

[College of Early Childhood Educators: Duty to Report](#)

[College of Psychologists and Behaviour Analysts: Duty to Report](#)

[Criminal Code of Canada](#)

[Education Act](#)

[Halton Regional Police and School Board Protocol](#)

[Ministry of Children, Community and Social Services](#)

[Ontario College of Social Workers and Social Service Workers: Duty to Report](#)

[Ontario College of Teachers](#)

[Ontario College of Teachers Act](#)

[Ontario College of Teachers Professional Advisory: Duty to Report](#)

[Student Protection Act](#)

[Teaching Profession Act](#)

Requirements

- 1.1 Where, in the course of employment, or volunteer activities with the HCDSB, one believes (based on facts, circumstances or disclosure) there are reasonable grounds to suspect that a child **or youth under the age of 18** is, or may be in need of protection, the steps in this procedure must be followed immediately.
- 1.2 HCDSB shall ensure that staff have training in anti-oppression and anti-racism training to address biases in reporting.
- 1.3 Staff members are not expected to assess the severity of the abuse or of the extent of alleged suspected child abuse or neglect of any student, however, when deciding whether to report, consider one's own social location, prejudices and biases while balancing the need to keep students safe.
- 1.4 When a report has been made to the Halton Children's Aid Society, all HCDSB employees/volunteers are required to cooperate fully with the Halton Children's Aid Society team and/or investigating police.
- 1.5 When the Halton Children's Aid Society personnel or Halton Regional Police arrive at the school as part of the investigative process, school office staff are required to request identification proving employment by the Halton Children's Aid Society or for the purpose of acquiring the badge number of the police officer.
- 1.6 The Principal, designate, teacher, support staff, shall be available to support the student(s) through the process, if the student(s) so wishes.
- 1.7 The *Child, Youth and Family Services Act* and Canadian Criminal Statutes take precedence over existing legislation and school board policies which may prohibit interactions between the student and Police or other professionals without prior parental consent.
- 1.8 Initial contact with the parent/guardian is the responsibility of the Halton Children's Aid Society team.

- 1.9 In cases where a Halton Children's Aid Society worker intends to remove the student temporarily from the school, the Principal is required to allow the student to leave with that official. Parents should be informed on the direction of the Halton Children's Aid Society.

2.0 Reporting Procedure for Students Under 18 Years of Age

- 2.1 Where an employee or volunteer suspects on reasonable grounds that a student is or may be in need of protection, that employee or volunteer shall immediately:
- notify the Principal or designate;
 - contact the Halton Children's Aid Society (905-333-4441) to **report** the facts and circumstances upon which is based the reasonable suspicion that the student has, is, or will be in need of protection. They may ask the Principal/designate to support them to make the call if necessary.
 - Advising the Principal or designate does not absolve a person of the legal obligation to personally report to the Halton Children's Aid Society. No other person is to report on your behalf.
 - Advising the Halton Children's Aid Society does not absolve a person of the policy obligation to notify the Principal or designate and report to the Halton Children's Aid Society.
- 2.2 Staff will provide by phone or e-mail any and all information required by the Halton Children's Society including the identification of the student(s) at-risk and any siblings, if known.
- 2.3 In order to minimize interference with any Halton Children's Aid Society investigation and in order to ensure that the rights of all are protected, under no circumstances will the "alleged abuser" be contacted or confronted about the incident. The Halton Children's Aid Society, in the best interests of the student, will provide instructions regarding the care of the student until the Halton Children's Aid Society responds.
- 2.4 The employee will complete the Electronic Duty to Report to the Children's Aid Society form after making the report to the Halton Children's Aid Society. Once this form is submitted electronically it will be automatically forwarded to the School Principal, then to the Family of School Superintendent and then to the Senior Manager, Social Work. This form is not to be printed at any stage of the process. The record is maintained electronically according to a retention schedule set out by the HCDSB.
- 2.5 The Superintendent will promptly inform the Director of Education and the Superintendent of Human Resources Services or designate of any report to the Halton Children's Aid Society which may implicate an HCDSB employee or volunteer.

3.0 Intervention Regarding HCDSB Employee or Volunteer

When a report has been made that implicates a volunteer or HCDSB employee the Principal will notify their Family of School Superintendent who will then promptly inform the Director of Education and the Superintendent of Human Resource Services or designate.

- 3.1 The Principal will remove all contact with students for any staff member or volunteer on whom a Police/Halton Children's Aid Society investigation is being conducted regarding a complaint of inappropriate conduct involving a student(s).
- 3.2 Human Resources Services will contact the employee reported to the Halton Children's Aid Society or Police for the purpose of removing the employee from contact with students and for the purpose of assigning the employee to alternate work.
- 3.3 The Principal will make it possible for the employee who has been reported to the Halton Children's Aid Society or Police to contact their union president.
- 3.4 The Electronic Duty to Report to the Children's Aid Society form made to the Halton Children's Aid Society/Police will be kept in Human Resources Services when it involves an employee/volunteer of the HCDSB. These records must be kept in accordance with the HCDSB Records Retention Schedule.
- 3.5 A copy of the Electronic Duty to Report to the Children's Aid Society form will also be provided to the Senior Manager, Social Work with the name of the Employee or Volunteer redacted.

4.0 Documentation

- 4.1 To provide accurate information to the Halton Children's Aid Society and to assist in the court process if necessary, staff/volunteers must document their knowledge of and involvement in the situation.
- 4.2 The employee making the report to the Halton Children's Aid Society is required to fill out the Electronic Duty to Report to the Children's Aid Society form including all relevant information.
- 4.3 The completed Electronic Duty to Report to the Children's Aid Society form must be submitted electronically to the Principal within 48 hours of the report being made to the Halton Children's Aid Society.
- 4.4 The Electronic Duty to Report to the Children's Aid Society form will automatically flow to the School Principal, then to the Family of School Superintendent, then to the Senior Manager, Social Work. The electronic form will be stored and retained in compliance with HCDSB retention procedures.
- 4.5 The Electronic Duty to Report to the Children's Aid Society form to the Halton Children's Aid Society must be considered confidential and released only to the appropriate Halton Children's Aid Society or appropriate HCDSB administrators on request. The form should not be printed or retained in any unauthorized format.

5.0 Removal of Student from School by CAS Worker(s)

School staff must verify the following information to ensure that they are releasing the appropriate student:

- **Full Legal Name**
- **Address**



- **Date of Birth**
- **OEN#**
- **Parent(s)/Guardian(s) Name(s)**
- **Grade**
- **Gender**

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board