

ADMINISTRATIVE PROCEDURE #407

REPORTING SUSPECTED CASES OF CHILD ABUSE OR NEGLECT

BACKGROUND

The Burnaby School District recognizes that its employees play a critical role in identifying and reporting suspected cases of child abuse and neglect. These procedures are intended to ensure that all staff understand their legal duty to report concerns to the Ministry of Children and Family Development (MCFD), the Burnaby RCMP, and the Superintendent in a manner that protects children and complies with provincial regulations.

PROCEDURES

1. The District shall provide clear, accessible information for parents, guardians, and community partners on the legal responsibilities related to child abuse and neglect.
2. The District will maintain collaborative partnerships with MCFD and the Burnaby RCMP to ensure coordinated responses and timely investigations of suspected abuse and neglect.
3. Awareness and Training
 - a. The District shall provide annual training to all staff on the signs of abuse and neglect, and how to report concerns.
 - b. The Superintendent will support administrators in interpreting duty-to-report expectations and will consult on specific cases as needed.
 - c. All employees must be aware that the legal definition of a child includes any person under the age of 19.
4. Duty to Report
 - a. All Burnaby School District employees have a legal obligation to report suspected cases of abuse or neglect directly to MCFD.
 - b. Reports must be made immediately upon disclosure or reasonable suspicion and should not be delegated to another employee.
5. Internal Notification and Documentation
 - a. A verbal notification must be made to the school administrator following a report to MCFD.
 - b. The Child Abuse and Neglect Reporting Form must be completed and submitted to the Superintendent or designate.
 - c. Forms will be stored confidentially and disposed of seven years after the child reaches age 19.

6. Support for the Child

- a. If a student's ability to function at school is affected by abuse, an investigation, or its results, the administrator shall coordinate appropriate supports in consultation with MCFD and/or school-based resources.

Employee Responsibilities

1. Call 911 if the student is in immediate danger.
2. Contact MCFD immediately using the Provincial Centralized Screening at 1-800-663-9122. When reporting, provide key information such as the child's location, safety concerns, reason for risk, disclosures, family background, disability details, and relevant supports.
3. Make a confidential verbal report to the school principal.
4. The school principal will immediately notify the Superintendent or designate.
5. The Superintendent or designate will contact Burnaby RCMP and the RCMP Child Abuse and Sexual Offense Unit.
6. **DO NOT notify the parent(s) and/or guardian(s) of the report – this is the responsibility of MCFD.**

District Response to Employee-Related Abuse Allegations

1. The Superintendent or designate shall notify the MCFD and the Burnaby RCMP where the employee resides.
2. Before any staff action proceeds, RCMP involvement must include formal consultation.
3. A District investigative team may be assembled and could include:
 - a. Superintendent;
 - b. Assistant Superintendent;
 - c. staff representative(s) from Human Resources; and,
 - d. staff representative(s) from Safe and Caring Schools.
4. A general notification shall be provided to the Board of Education that an investigation is underway.
5. The results of the District investigation will be fully documented.
6. Follow-up planning with support services must occur for impacted students or employees.
7. Upon conclusion, disciplinary action may be recommended, including suspension or termination.
8. All actions and decisions will be reported to the Board.

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Cross References: