



#### Rationale

The Catholic Independent Schools of Kamloops Diocese and the Diocese of Kamloops are committed to the prevention of child abuse and neglect and the enhancement of the well-being and safety of the students entrusted to their care. Everyone shares the responsibility for keeping children and youth safe.

The primary responsibility for child safety rests with parents. When parents are unwilling or unable to care for a child or youth – or to protect the child or youth from harm – the Ministry of Children and Family Development is legally authorized to intervene.

Employees, clergy, volunteers and contractors are expected to be aware of, and alert to, signs and symptoms of possible child abuse or neglect – and to respond appropriately if they have concerns about a child or youth's safety or well-being. (*B.C. Handbook for Action on Child Abuse and Neglect*)

#### Policy

Congruent with the *Child, Family and Community Service Act* (section 13) and the *Roman Catholic Diocese of Kamloops Protocols: Creating a Safe, Protected and Accountable Parish Community* manual that is treated as Diocesan policy, all CISKD Schools and Diocesan employees, clergy, volunteers and contractors who have a reason to believe that a child or youth needs protection from abuse or neglect must report the matter to a Child Welfare Worker with the Ministry of Child and Family Development or to a Delegated Aboriginal Child and Family Services Agency. If a child is in immediate danger, CISKD and Diocesan employees, clergy, volunteers and contractors must call 911 or the local police.

All Schools must comply with the *Roman Catholic Diocese of Kamloops Protocols: Creating a Safe, Protected and Accountable Parish Community* manual.

If the concern is about a CISKD or Diocesan employee, clergy, volunteer, or contractor, one must also contact the *Diocesan Misconduct Policy Administrator*.

Any CISKD and/or Diocesan employee, clergy, volunteer and contractor suspected of child abuse or neglect will be suspended from their duties in accordance with Diocesan Protocols. Anyone found guilty of abuse will be permanently removed from their position.

If a report of abuse is about a CISKD teacher or administrator, the Principal or Superintendent must also file a written and signed report about the allegation against the teacher or administrator to the B.C. Teacher Regulation Branch.

CISKD may add, modify, or remove portions of this Child Abuse and Neglect Policy for Employees when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy.

#### Definitions

##### *Child:*

Any person under the age of 19 in British Columbia. (See *Child, Family and Community Services Act* (CFSA)).

##### *Child Welfare Worker:*

A person delegated under the *Child, Family and Community Services Act* (CFSA) to provide child welfare services, including responses to suspected child abuse or neglect.



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#### *Delegated Aboriginal and Family Services Agency:*

An organization that provides culturally-appropriate services to Aboriginal children and families and whose child welfare officers have delegated authority under the *Child, Family and Community Services Act* (CFSA) to provide child welfare services, including responses to suspected child abuse or neglect.

#### **Procedure**

1. Appointed School Officials
  - A. Schools are required to nominate at least two "Appointed School Officials" a primary Appointed School Official (ASO) and an Alternate Appointed School Official (AASO).
  - B. Unless otherwise approved by the Superintendent, these shall be the Principal (ASO) and Vice Principal or Teacher in Charge designate (AASO) of the School.
  - C. If the Principal is suspected of child abuse or neglect, it is the responsibility of the Vice Principal or Teacher in Charge designate (AASO) of the School, in conjunction with the Superintendent, to ensure the continuity of the reporting and investigation process on matters that fall under section 14 of the *Child, Family and Community Service Act* (CFCSA).
2. Reporting on a Person Suspected of Child Abuse or Neglect *The Child, Family and Community Services Act* requires that anyone who has reason to believe that a child or youth needs protection from abuse or neglect must promptly report the matter to a Child Welfare Worker with the Ministry of Children and Family Development or to a Delegated Aboriginal Child and Family Services Agency
  - A. Following a report to the child welfare worker, CISKD or Diocesan employees, clergy, volunteers or contractors must also inform the Appointed School Official for child abuse and neglect (the Principal).
  - B. If the child is in immediate danger the person must also contact the police at 911 your local police department. The person will not contact the parents/guardians who may be involved in allegedly abusing the child; this is the responsibility of the child welfare worker.
  - C. Parents must be informed by the Appointed School Official if a child is alleged to
  - D. have been abused in the school setting.
  - E. If one is uncertain about their duty to report, they are to consult with a Child
  - F. Welfare Worker who can discuss the options and appropriate course of action.
3. Additional Reporting if the Allegation is Against a CISKD or Diocesan Employee, Clergy, Volunteer or Contractor.
  - A. If an employee, clergy, volunteer or contractor is suspected of child abuse or neglect, then an additional report must be filed with the Misconduct Policy Administrator's Office at 250-376-3351 ext. 222.
  - B. The Principal is to inform the Superintendent that such a report has been made.
  - C. If a report of abuse is about a CISKD teacher or administrator, the Principal and/or Superintendent must also file a written and signed report about the allegation against the teacher or administrator to the B.C. Teacher Regulation Branch.



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#### 4. Reporting to Police

- A. Call 911 or your local police department when:
  - A child or youth under 19 years of age is in immediate danger, and/or
  - A criminal offence against a child or youth has been or is likely to be committed.
- B. Children and youth who are abused or neglected may be victims of criminal offences such as, but not limited to:
  - Criminal negligence causing bodily harm;
  - Physical and sexual assault;
  - Sexual interference or sexual invitation to touch a child under 14;
  - Sexual exploitation of a child/youth; or
  - Failure to provide the necessities of life.

#### 5. School/Diocesan Responsibilities

- A. School/Diocesan personnel will cooperate fully with any resulting investigation.
- B. The School/Diocese will protect personal information regarding the investigation, including the reporter's identity, against improper or unauthorized disclosure or use.
- C. School personnel will not share information with outside agencies about child abuse investigations, particularly if the police are involved.
- D. The Appointed School Official will ensure that the school environment is safe during any investigation.
- E. School/Diocesan personnel will support students who are victims of child abuse or neglect.
- F. When an allegation has been made against a CISKD or Diocesan employee, clergy, volunteer or contractor, that individual will be suspended from working with children pending the result of the investigation. Anyone found guilty of abuse will be permanently removed from their position.

#### 6. Relationships with Partner Agencies

- A. School/diocesan personnel will promote a working relationship with the local MCFD and Police on reporting suspected cases of child abuse and/or neglect and will cooperate with these parties in their response to reports.
- B. The Principal will provide staff with the names and contact information with the local agencies that will provide assistance when dealing with child abuse and neglect. A template for contact information is provided in *Appendix A*. A current list of Delegated Aboriginal Child and Family Services Agencies can be found [here](#)

#### 7. Prevention of Child Abuse and Neglect

- A. Teachers will ensure the Family Life Curriculum and the Physical Health and Education Curriculum are taught each school year so as to provide students strategies to protect themselves and others from potential abuse, exploitation, and harm in a variety of settings.



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- B. When there is reason to believe a child is in need of protection from any person the Principal has the authority to issue a “No Trespass Order” to any individual whose presence threatens the safety and welfare of the students.
8. Personnel Training and Review
- A. The Principal will ensure that annual training is provided to all school personnel and volunteers who are working with children;
  - B. Training will include recognizing child abuse or neglect, what actions are required, prevention measures, reporting child abuse or neglect and everyone’s legal responsibility if they suspect the abuse or neglect of a child. (See *B.C. Handbook for Action on Child Abuse and Neglect* and *Roman Catholic Diocese of Kamloops Protocols: Creating a Safe, Protected and Accountable Parish Community* manual noted below).

#### Links

- a. [B.C. Handbook for Action on Child Abuse and Neglect](#)
- b. *Roman Catholic Diocese of Kamloops Protocols: Creating a Safe, Protected and Accountable Parish Community* summary is posted on the [RCDK web page](#), along with the Diocesan Protocols Guidelines manual, entitled "[Creating a Safe Environment](#)".
- c. BC Ministry of Public Safety & Emergency Services – Protecting Children [webpage](#).

#### Resources Protecting Minors from Sexual Abuse:

- a. [A Call to the Catholic Faithful in Canada for Healing, Reconciliation and Transformation](#); printed by Canadian Conference of Catholic Bishops; © 2018

#### REFERENCE

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

[B.C. Handbook for Action on Child Abuse and Neglect](#)

[A Call to the Catholic Faithful in Canada for Healing, Reconciliation and Transformation](#)

Diocese of Kamloops Responsible Ministry & Safe Environment: "[Creating a Safe Environment](#)"

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#### Appendix A:

#### Responding to Student Abuse and Neglect

#### Contact Information Reference Page for CISKD Schools

1. If a child or youth (19 and under) is in immediate danger, CALL: 911
2. If you need to contact a Child Welfare Officer any time day or night, CALL: 1 (800) 663-9122
3. If you need to contact a Delegate Aboriginal and Family Services Agency, CALL: 1 (800) 663-9122  
(Ask for your local Delegate Aboriginal and Family Services Agency)
4. If a child or youth would like to talk with someone any time of the day or night, CALL:

#### HELPLINE FOR CHILDREN

310 – 1234

(No area code is needed; caller can remain anonymous)

5. To reach the Misconduct Policy Administrator of the Diocese of Kamloops Responsible Ministry and Safe Environment Office, CALL: (250) 376-3351, ext. 222
6. My local RCMP detachment contact and phone number is:

Quesnel: (250) 992-9211

Williams Lake: (250) 392-6211

Kamloops: (250) 828-3000

Vernon: (250) 545-7171

7. My local Delegate Aboriginal and Family Services Agency contact and phone number can be found [here](#).
8. For more information: [www.mcf.gov.bc.ca](http://www.mcf.gov.bc.ca)