

REPORTING REQUIREMENTS

An employee/volunteer has an independent legal obligation to report unlawful behaviour to child welfare and/or law enforcement. Under this policy, an employee/volunteer is also required to report unlawful behaviour to his/her supervisor/administrator/president, who is then obligated to report it to The proper agency CPS, RCMP, ect

PROCEDURE

Employees/volunteers:

1. If a child is the one conveying the information:

- a) Treat the disclosure/allegation seriously and reassure the child.
- b) Document the disclosure/allegation on an Incident Report Form.

2. If you witness something:

a) Do what you can to stop or interrupt the behaviour or situation causing the concern, to the extent you are able to do so without unreasonably jeopardizing your safety or the safety of the child involved. The steps you may be able to take will vary depending upon the situation and the safety concerns that may be applicable.

b) If you do not know the child or adult involved, take reasonable steps to identify the party you do not know and/or to note any identifiable features that may help to identify him/her.

c) Document what you have seen and what you may have done to intervene on the Incident Report Form, including whatever information you may have about the identity of the child or adult involved.

3. If the information is being conveyed through another source (third party, another employee, another volunteer):

a) Treat the information received seriously.

b) Document the information received from the reporting person, and any other information you have received on Incident Report Form.

4. Notify your supervisor/administrator/president and report the matter to child welfare and/or law enforcement. A phone call to child welfare can be made by you on your own, or together with your supervisor/administrator/president. Remember: the legal duty to report lies with the individual who witnessed the incident or received the disclosure, allegation or other concern. Notifying your supervisor/ administrator/president is for purposes of this policy only. It does not absolve an employee/volunteer of the legal obligation to report to CFS.

5. Documentation:

a) Supervisor/administrator/president - document discussion with employee/volunteer on Incident Report Form.

b) Supervisor/administrator/president and employee/volunteer – document discussion with

CFS on Incident Report Form.

6. The Supervisor/administrator/president must report the disclosure, allegation or other concern above to The proper agency CPS, RCMP, ect, and the individual receiving the information must report it to the proper agency CPS, RCMP, ect

7. All employees/volunteers receiving the disclosure, allegation or other concern must keep the information confidential and in accordance with the confidentiality obligations set out at the end of this policy, and the obligations under the Policy on Communications with

Employees About Unlawful Behaviour.

8. Leave the investigation up to the authorities mandated with this responsibility (child welfare and law enforcement). Do not investigate disclosures, allegations or other concerns, and do not discuss them with others except as required to report the information or participate in a related investigation.

9. The Employee of volunteer is tasked with:

a) Consulting with legal counsel and/or an HR professional.

b) Following steps in the Suspension/Dismissal: Potential Unlawful Behaviour policy.

c) Documenting the outcome on Incident Report Form.

OTHER MATTERS OF NOTE

Interference with the Conduct of an Investigation A threat or promise made to discourage a disclosure, the filing of an allegation or the reporting of a concern, or any interference with the conduct of an investigation, including an attempt to have a disclosure, allegation or other concern withdrawn, is strictly prohibited and will result in disciplinary action.

Confidentiality

All disclosures, allegations and other concerns will be handled in confidence. We will not disclose the identity of any parties involved, or the circumstances of the disclosure, allegation or concern, except where necessary for the purpose of investigative or corrective action, where required by law, or for the protection of individuals. Similarly, employees/volunteers interviewed as part of an investigation or follow-up under this policy shall treat all information in a confidential manner. An employee/volunteer who breaches confidentiality may be subject to discipline.

A copy of the documented incident shall be placed in the accused employee/volunteer's human resource file. Any identifying information about the child victim or reporting person shall be removed from this copy. A generic letter shall also be placed in the file that indicates the alleged offence, how it was handled and any follow-up that was completed.