

1.0 General

1.1 Duty to report abuse or suspected abuse:

- 1.1.1 Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty under the Child, Family and Community Service Act to report the matter.

2.0 How to Report

2.1 Report to a child protection social worker in either a Ministry for Children and Families office, or a First Nations child welfare agency that provides child protection services.

2.1.1 Monday to Friday, 4:30pm to 8:30pm, call the local district office (listed in the blue pages of your phone book) or

2.1.2 Monday to Friday, 4:30pm to 8:30am and all day Saturdays, Sunday and statutory holidays, call the Helpline for Children. Dial 0 and ask the operator for Zenith 1234. This service is toll-free.

2.2 The child protection social worker will:

2.2.1 Determine if the child needs protection.

2.2.2 Contact the police if a criminal investigation is required.

2.2.3 Coordinate a response with other agencies, if necessary.

2.3 **If the child is in immediate danger, policy should be called to intervene and a child protection social worker should be contacted to determine whether the child is in need of protection.**

3.0 What to Report

3.1 The report should include:

3.1.1 the reporter's name, telephone number and relationship to the child;

3.1.2 any immediate concerns about the child's safety;

3.1.3 the location of the child;

3.1.4 the child's age;

3.1.5 information on the situation including all physical and behavioural indicators observed;

3.1.6 information about the family, parents and alleged offenders;

3.1.7 the nature of the child's disabilities, if any;

3.1.8 the name of a key support person;

3.1.9 other child(ren) who may be affected;

3.1.10 information about other persons or agencies closely involved with the child an/or family; and

3.1.11 any other relevant information concerning the child and/or family such as language and culture.