


Administrative Procedure Protective Services	
	Department: Student Services
	Approved by: Leadership Council
	Date Approved: March 4, 2024
	Revision Date(s):
	Review Date:
	External References <ul style="list-style-type: none"> • <i>The Canadian Charter of Rights and Freedom</i> • <i>The Education Act, 1995</i> • <i>The Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act</i> • <i>The Freedom of Information and Privacy Act</i> • <i>The Saskatchewan Child and Family Services Act</i> • Child Abuse Prevention Education and Response Policy • Saskatchewan Child Abuse Protocol
Internal References <ul style="list-style-type: none"> • Appendix A – Child Abuse Prevention Education and Response; Ministry of Education • Form - Confirmation of Investigation by Ministry of Social Services or Police Services 	

Purpose

1. This administrative procedure aims to establish guidelines and steps to prevent and address child abuse and neglect within Saskatchewan Distance Learning Centre (Sask DLC).

Scope

2. This procedure applies to all Sask DLC employees, volunteers, contractors and anyone associated with the organization who may interact with students in any capacity during the course of their duties. It covers all Sask DLC activities, programs and services where students are present or potentially at risk.

Policy Statement

1. Sask DLC is committed to the protection of students and the prevention of child abuse and neglect.
2. Sask DLC requires all employees to concern themselves with the physical, social and emotional welfare of each student. Abuse or neglect of children and youth must not be left unchecked by persons charged with the care of students.
3. All Sask DLC employees should be aware of and have access to the following relevant documents:
 - a. [Ministry of Education Policy Statement: Child Abuse Prevention Education and Response Saskatchewan Child Abuse Protocol 2017](#)
 - b. [The Counsel for Children Program and Saskatchewan Schools: A Guide for Working Together to Support Pupils in the School Setting who are Involved in Child Protection Proceedings 2016](#)

Procedures:

Part I: Child Abuse Prevention Education and Response

1. *The Education Act, 1995* states that campus principals are responsible for the professional development of staff and overseeing student well-being and the good order, harmony and efficiency of the school.
2. The Chief Executive Officer (CEO) or designate are also responsible to conduct a continuing program of planning and evaluation with respect to curriculum, pedagogy and effectiveness of instructional programs, including child abuse prevention education.

Part II: Child Abuse Reporting

3. All citizens have a duty to report child abuse in accordance with provincial legislation. It is important to refer to the *Saskatchewan Child Abuse Protocol* to meet these legislative requirements.
4. All employees of Sask DLC have a duty to report suspected child abuse to an appropriate authority (child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency, police officer).

Policy:

Part I: Child Abuse Prevention Education and Response

Sask DLC directs that all employees engage in training and awareness of child abuse prevention through programs and resources approved by the CEO or designate.

1. **Professional Development and Supports:** Campus Principals must:
 - a. Engage all staff in professional development opportunities provided by qualified professionals to identify the signs of child abuse.
 - b. Partner with qualified human services agencies to develop and maintain community contacts (e.g., healing resources, traumatic stress counselors).
 - c. Provide training and awareness to assist staff in understanding their legal duty to report child abuse.
2. **Child Abuse Prevention Education:** Educators must take appropriate steps to:
 - a. Teach child abuse prevention education for all students in Kindergarten through Grade 12 to support and extend the required outcomes of grades 1-9 health education.
 - b. Create a safe environment to build trust which may decrease anxiety or additional stress on students exhibiting signs of abuse.
 - c. Provide meaningful learning environments related to child abuse prevention education.

- d. Provide appropriate communication with parents/caregivers related to child abuse prevention education and how it will be introduced in the classroom.
- e. Provide age-appropriate educational experiences and learning resources.
- f. Practice self-care by seeking professional help when needed.

Note:

Professional development may include discussions at team meetings, presentations to employees, distribution of government pamphlets and publications, and more. Disclosure of abuse may arise when child abuse is the topic within the classroom. See the [Saskatchewan Child Abuse Protocol and Duty to Report](#).

Part II: Child Abuse Reporting

Sask DLC directs that all employees who have reasonable grounds to believe that there is a child in need of protection from abuse report the matter immediately to an appropriate authority in accordance with [The Child and Family Services Act](#) and/or [The Emergency Protection of Victims of Child Sexual Abuse and Sexual Exploitation Act](#). All employees shall follow the *Saskatchewan Child Abuse Protocol* and this Administrative Procedure.

The Saskatchewan Child Abuse Protocol defines what constitutes child abuse based on section 11 of *The Child and Family Services Act* and the *Criminal Code of Canada*. All forms of child abuse are criminal offences. The Protocol also describes the roles and responsibilities of service providers and the process by which they must respond. Employees shall collaborate with child protection agencies, police, and any other service providers with authorized involvement.

1. Duty to Report Abuse or Neglect by a Parent/Caregiver:

- a. Any employee of Sask DLC who has reasonable ground to believe that a child, under the age of 16, is needed of protection shall immediately report this information to a child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency and/or a police officer. See section 12 of *The Child and Family Services Act*.
- b. The circumstances in which a child may need protection include but are not limited to the following examples of abuse or neglect by a parent/caregiver:
 - i. physical abuse;
 - ii. sexual abuse and exploitation;
 - iii. physical neglect;
 - iv. emotional maltreatment;
 - v. exposure to domestic violence or severe domestic disharmony; or,
 - vi. the child has committed an act that if the child were 12 years of age or more would constitute a criminal offence and family services are necessary to prevent a recurrence.
- c. Youth Aged 16 and 17: While it is not legally required, abuse or neglect by a parent of a young person aged 16 or 17 may be reported to child protection services and/or police to obtain assistance for the young person.

2. **Duty to Report Sexual Exploitation:**

- a. Any employee of Sask DLC who has reasonable grounds to believe that a child under the age of 18 has been or is likely to be subjected to sexual abuse shall immediately report this information to a child protection worker and/or police officer.
- b. Child sexual abuse occurs when a child under the age of 18 has been, or is likely to be, exposed to harmful interaction for a sexual purpose, including involvement in prostitution and/or Criminal Code offenses. See section 4 of *The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act*.

3. **Duty to Report Child at Risk Due to Other Practices Prohibited Under Canadian Law:**

- a. *The Criminal Code of Canada* prohibits the marriage of children under 16 whether it occurs in Canada (section 293.2) or if a child is removed from Canada for that purpose (section 273.3 (d)). The Criminal Code also treats female genital mutilation as a criminal act (section 268 (4)). A child at risk from the above practices is at risk of physical and/or sexual and emotional abuse and these situations should be reported.

4. **Reporting**

- a) Reasonable grounds to believe that there is a child in need of protection:
 - i. is subjective;
 - ii. can be based on personal observation or discussion;
 - iii. does not require proof;
 - iv. can be based on assumptions or credible second-hand information;
 - v. can take into account the training and experience of the person reporting; and,
 - vi. can still be reasonable even if it turns out eventually to be untrue.
- b) The employee making the report shall take the following steps:
 - i. The employee shall make the report by telephone or in-person to a child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency, and/or a police officer.
 - ii. The employee may enlist the support of the Campus Principal in making the report.
 - iii. The employee must inform the Campus Principal that a report has been made unless the Campus Principal is the subject of the report. In such case, the notification that a report has been made shall be provided to the Superintendent.
 - iv. The employee shall also create a written report of the information received and steps taken.
- c) Once the Campus Principal is informed, the Campus Principal must support the employee in reporting. This can include allowing for a peer support or counsellor to accompany the employee in reporting.
- d) Employees shall not contact the parents/caregivers in situations where the parent/caregiver or the partner of the parent/caregiver is the subject of the report. Doing so in these situations may compromise the investigation. Decisions regarding contact with parents/caregivers shall be made in consultation with Social Services and/or police officers.

5. **Support to the Child:** Employees shall provide support to the child, particularly in a situation of disclosure.

- a. We strongly encourage our employees to do the following:
 - i. validate the child's right to seek help;
 - ii. state the right to safety; and,
 - iii. provide physical comfort.
- b. We strongly encourage our employees not to do the following:
 - i. investigate for "proof.";
 - ii. question for details;
 - iii. offer judgements;
 - iv. tell the child "what will happen"; and,
 - v. remove, alter or contaminate physical evidence.

6. **Confidentiality**

- a. Employee shall maintain confidentiality of all information. The fact there is an investigation in progress is in itself confidential.
- b. Records are to be stored, accessed and disposed in accordance with Sask DLC's records retention policies.

Appendix A – Supporting Resources

1. Saskatchewan Advocate for Children & Youth: <https://www.saskadvocate.ca/>
2. [Online Training Module: Saskatchewan Duty to Report.](#)
3. Child Abuse Prevention Education and Response: Ministry of Education Blackboard site.
4. Resources are listed on the curriculum website at www.curriculum.gov.sk.ca. Teachers are able to sort the recommended learning resources by grade and by curriculum outcome. Learning resources can also be filtered by content, for example, sexual abuse and exploitation. Resources will be added as identified.