



Established: June 3, 2002

Revised or

Reviewed: January 31, 2008; June 21, 2018; September 19, 2022; June 20, 2023

This administrative regulation is written in accordance with the guiding principles in Board Policy ES-1.1, Safe and Caring Schools.

The Board recognizes that every person who has reasonable grounds to suspect that a child 16 years of age or younger is in need of protection has a duty to report to the appropriate Children's Aid Society (CAS). The Ontario Association of Children's Aid Societies indicates that reasonable grounds are necessary to decide when to report. There is a low threshold for reporting. Reasonable grounds for reporting include, but are not

Administrative Regulation

A document issued through the Director of Education, Board policy, or required to coordinate and control

Board

The corporate Board which maintains the daily operations of the Ridge District School Board; a reference specifically to the Ridge District School Board as a legal entity; also referred to as the Board of Directors.

CAS

Children's Aid Society

An agency whose responsibility is to protect and promote the well-being of children through the provision of resources, programs, and services to children and families.

PPM

Policy and Program Memorandum

Reasonable Grounds

Reasonable grounds refers to the information that somebody using honest judgment would need to decide to report. The person making the report does not determine if there is sufficient evidence to warrant an investigation; this determination remains with the Children's Aid Society.

This administrative regulation applies to all Board employees, students, parents/guardians, visitors and volunteers, with regard to students 16 years of age and younger.

Responsibility for this administrative regulation is as outlined in the Board Policy ES-1.1, Safe and Caring Schools.

A person who performs professional or official duties with respect to children who has reasonable grounds to suspect that a child is or may be in need of protection shall report the suspicion, and the information on which it is based, immediately to an appropriate Children's Aid Society (CAS). The grounds for reporting include:

- 5.1.1 The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's:
 - 5.1.1.1 failure to adequately care for, provide for, supervise or protect the child; or
 - 5.1.1.2 pattern of neglect in caring for, providing for, supervising or protecting the child.
- 5.1.2 There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's:
 - 5.1.2.1 failure to adequately care for, provide for, supervise or protect the child; or
 - 5.1.2.2 pattern of neglect in caring for, providing for, supervising or protecting the child.

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- 5.3.2 When a service provider or school volunteer suspects that a child is in need of protection, the volunteer will also report the concern to the principal. The principal shall also contact the appropriate CAS as follow up to the original report.
- 5.3.3 The person making a report to the CAS shall advise the principal or designate of the call, the information shared including recommendations, actions, and outcomes of the call. The call may be made in conjunction with the principal, or designate, but it is still the initiator's responsibility to report.
- 5.3.4 The person reporting to the CAS shall:
- 5.3.4.1 comply with the directions from the CAS with respect to informing the child, detaining the child, communicating with the parent(s)/guardian(s), if appropriate.
- Note: Staff are not obligated to conduct further investigations at the request of CAS and should consult with the principal if such a request is made.
- 5.3.4.2 complete the Reporting Form – Suspicion of Child in Need of Protection.
- 5.3.5 In the case of the principal, supervisor, or superintendent having allegations made against them, the person reporting will consult with the next level of supervisor to complete documentation and proceed with the process, which may include consultation with Human Resources, Labour Management.
- 5.3.6 The principal, or designate, will inform their family of schools superintendent immediately following any allegation of suspected abuse by an employee.
- 5.3.7 It is the responsibility of the principal, or designate, to review the duty to report and reporting procedures with all staff, service providers, and school volunteers annually.

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

[ES-1.1, Safe and Caring Schools](#)

Administrative Regulations: