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## 4.8 MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

All employees of CHC shall report any and all information regarding the suspected abuse and/or neglect of a child to Children, Seniors and Social Development (CSSD) or the RNC/RMCP within four (4) hours.

### **Purpose:**

Report information of suspected abuse/maltreatment of a child, in accordance with the *Children and Youth Care Protection Act* where a child means a person actually or apparently under the age of sixteen (16) years.

### **Procedure:**

Should any employee suspect the abuse or maltreatment of a child, this employee shall contact by telephone or in person the intake office for Children, Seniors and Social Development (CSSD) to report such information. Should the noted child be a client of CHC, the employee shall inform the Office Manager of this report.

- The employee must report the information to the authorities within four (4) hours of knowledge of the alleged abuse.
- The employee must report the information to the authorities.
- The Office Manager shall complete a Client Abuse Neglect Report Form detailing the information known and given to the authorities, and submit to their Operations Manager.
- This incident report form shall be kept on the client file and a copy given to the Children, Seniors and Social Development (CSSD) intake officer.
- Should the perpetrator of the suspected abuse be an employee of CHC, all and any investigation of this allegation will be conducted by Children, Seniors and Social Development (CSSD) office and/or the RNC/RMCP.
- This employee will be subject to disciplinary action and will immediately cease all employment with CHC until the conclusion of the investigation.

April 5, 2018