

## Form F341-1 Reporting a Child in Need of Protection

### REPORTING A CHILD IN NEED OF PROTECTION

**This form shall be completed by the staff member who made the report of suspected child abuse or neglect to the Children's Aid Society. It shall be completed at the earliest possible time after making the report. The principal will receive a copy and will send a copy to the superintendent responsible.**

It is not the staff member's responsibility to prove that the student has been abused or neglected. The staff member must not investigate or interview the alleged victim, witnesses or other students. The Children's Aid Society has prime responsibility for the protection and evaluation of the victim. The police have prime responsibility for investigation of any offence and the identification of the alleged offender.

Notification of the parents or guardians, when abuse is being investigated, should not be undertaken by the school without authorization by the CAS or police investigation team. Initial contact of the parent/guardian is the responsibility of the CAS or police.

Completion of this form should be based only on information available at the time of the initial reporting to the Children's Aid Society.

Name of the School: \_\_\_\_\_

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Name(s) of Parent(s)/Guardian(s)

\_\_\_\_\_  
Child's Birth Date

\_\_\_\_\_  
Home Address and Telephone Number of Parent(s)/Guardian(s)

\_\_\_\_\_  
Other Family Information, e.g. Names and Ages of Other Siblings

Date and Time of Concern: \_\_\_\_\_

Specific Nature of Concern/Description of Allegation or Incident (Physical, Sexual, Emotional, Neglect):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Statement Made by the Child to the Staff Member: \_\_\_\_\_

\_\_\_\_\_  
Other Information Which May Be Related to the Allegation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Reporting Person

\_\_\_\_\_  
Position

\_\_\_\_\_  
Telephone Number

Intake Agency and Intake Worker: \_\_\_\_\_

The principal will ensure a copy of this report is sent to the superintendent responsible.

*Personal information on this form is collected under the authority of the Child and Family Services Act.*