



Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Reporting Child Abuse or Neglect			
Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.19	Last Revision Date:	APR 17, 2024
AP Owner:	Superintendent of Learning	Last Reviewed:	NOV 12, 2025
Legal Reference(s):	<i>Education Act, 1995, s. 85, 87, 108, 109, 175, 179, 231</i> <i>Saskatchewan Child and Family Services Act, 1990, s. 12, 81</i> <i>Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act, 2002, s. 4</i> <i>Criminal Code of Canada, 1985, s. 293.2</i> <i>Protection from Human Trafficking Act, 2021</i>		

Background

Although ensuring the safety and well-being of children is a responsibility shared by all members of the community, employees of Living Sky School Division (LSKYSD) have certain responsibilities and obligations placed upon them as a result of the nature of their roles. Requirements concerning the welfare of children attending school are defined in *The Saskatchewan Child Abuse Protocol, 2023*. LSKYSD affirms that employees will be active partners with other agencies in supporting the needs of children

Scope

Anyone having reasonable suspicion that a child's physical or mental health or welfare has been, or may be, impacted by abuse or neglect has a legal duty to report such information immediately to a local Ministry of Social Services Child Protection Office, First Nations Child and Family Services Agency or police.

Definitions

Child abuse refers to circumstances that may be harmful to a child's physical, emotional or psychological health as defined in the *The Saskatchewan Child Abuse Protocol, 2023* and *The Child and Family Services Act, 1990*.

Specific examples include the following.

- **Physical abuse** defined as any action, including discipline, causing injury to the child's body.
- **Sexual abuse** defined as any action involving a child in sexual exploitation or sexual activity including touching, exposure, using a child in the making of/or viewing pornography.
- **Emotional maltreatment** defined as expecting a child to be able to do things he or she cannot do, embarrassing or insulting a child, making hurtful comments about a child's appearance, intelligence, size, ability, etc.
- **Domestic violence** defined as exposing a child to a pattern of abusive behaviour or threats of abusive behaviour by one caregiver against another (hitting, kicking, restraining, slapping, throwing objects, intimidation, stalking, etc.).
- **Female genital mutilation** (*Criminal Code, s. section 268(4)*)
- **Marriage** of children under 16 or removed from Canada for that purpose (*Criminal Code, s. 293.2*).

Neglect is failing to provide a child with enough food, proper clothing, shelter, health care, or supervision.

Duty to Report:



- **The Child and Family Services Act** requires that any Division employee who has reasonable suspicion grounds to believe that a child under the age of 16 (and in exceptional circumstances youth ages 16 and 17) is in need of protection as a result of abuse or neglect has the responsibility to report the information to an officer of social services or a police officer.
- **The Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act** requires any division employee who has reasonable suspicion grounds to believe that a child under the age of 18 has been or is likely to be subjected to sexual abuse to report the information to an officer of social services or a police officer.

Procedures

1. The Duty to Report overrides professional confidentiality codes when there is reason to believe that a child may be abused or neglected. Failure to report or reluctance to share appropriate information can contribute to continued abuse and even death of a child. Failure to report child abuse or neglect may result in professional or legal consequences. There are no legal consequences for a report made in good faith.
2. Division employees who, through personal observation or on the basis of discussion with a child, find evidence of, or suspect possible physical, sexual or emotional abuse or neglect shall report this information to the Ministry of Social Services. The duty to report is a personal duty to report and cannot be delegated to another individual.
3. Employees shall maintain confidentiality of all information. The fact that there is an investigation in progress is in itself confidential. All information, reports, and discussions relative to the child abuse or neglect will be treated as confidential by every person employed by the Division.

Related

Reporting of Child Abuse/Neglect Protocol (*internal document*)

Reporting Suspected Child Abuse/Neglect Form (*internal document*)

References

Saskatchewan Child Abuse Protocol, 2023 (*Saskatchewan Government document*)

Duty to Report Online Learning Modules [DutyToReport \(saskatchewan.ca\)](https://www.saskatchewan.ca/government/child-protection/child-abuse-neglect/duty-to-report) (*Ministry of Education document*)