



Dovercourt Boys and Girls Club

Child Protection Manual

June 2023

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Table of Contents

Purpose and Use	3
Policy Implementation	3
Policy Review	3
Changes in Policy.....	3
General Definitions	3
Legal Requirements	3
Child Protection Policy	4
<i>Duty to Report</i>	4
<i>Failure to Report</i>	4
<i>Confidentiality</i>	4
Protection from Liability	4
Procedure.....	4
<i>Recognizing Signs of Possible Abuse:</i>	4
<i>Reporting Suspected Child Abuse</i>	5
<i>Suspicion of Staff/Student/Volunteers of Child Abuse</i>	7
<i>Confidentiality</i>	7
Investigative Telephone Inquiry Conducted by Child Protection worker/Police	10
Missing Child Protocol.....	10
Appendix A: Types of Child Abuse and Indicators of Child Abuse or Neglect.....	14
Physical Abuse.....	14
Neglect	14
Sexual Abuse	15
Emotional Maltreatment	15
Appendix B: Suspected Child Abuse Reporting Form	17



Purpose and Use

The Child Protection Policies and Manual for the Dovercourt Boys and Girls Club (BGC/ The Club) are designed to make BGC Dovercourt staff, students and volunteers aware of their responsibilities for the recognition, reporting and documentation of suspected child abuse or a child exposed to violence.

The (BGC) Dovercourt, and the Kids Korner Daycare Centre, are committed to taking a pro-active position regarding the prevention of child abuse through:

- Ongoing observation of the children in our care
- Professional education where applicable, in regards to early identification, effective response and adherence to legal obligations, including reporting;
- Keeping abreast of developments in legislation and relevant issues;
- Working with other community service provided.

Policy Implementation

Before commencing employment/placement/volunteering, staff/students/volunteers/ interns will be asked to sign a form stating that all policies and procedures have been read, understood, and will be followed. Updated policies and procedures will be brought to the attention of all staff/volunteers/students for their information and signature.

Policy Review

The child abuse policy and procedure will be reviewed annually by the Supervisor along with all staff/volunteers/students/interns and updated where necessary. All individuals bounded by this manual will be given the opportunity to read the manual and sign acknowledgement of review.

Changes in Policy

This manual supersedes all previous employee manuals and memos, with the exception of Collective Bargaining Agreements. When applicable, current Collective Bargaining Agreements shall be referenced first. While every effort is made to keep the contents of this document current, BGC Dovercourt reserves the right to modify, suspend, or terminate any of the policies or procedures described in this manual with or without prior notice to employees.

Renewal: This manual will be reviewed on an annual basis and amended to consider future research, legislation and laws. Such renewal/updates are to be undertaken with proper directive from the Board through the Executive Director. All the updates and amendments are to be brought to the Club's Executive Board of Directors and/or Internal Affairs Committee prior to approval.

General Definitions

Child Abuse is any form of physical, emotional deprivation, sexual mistreatment, or neglect, which can result in injury or psychological damage to a child. IT can be active (such as withdrawal or affection or failure to provide reasonable protection from physical harm). In other words, when children are made to suffer pain, either emotional or physical, they are being abused.

Legal Requirements

Childcare and Early Years Act, 2014

Child, Youth, and Family Service Act, 2017



Child Abuse Policy

Policy Statement: Dovercourt Boys and Girls Club will not tolerate any form of physical, sexual, emotional, verbal or psychological abuse nor any form of neglect or harassment. BGC Dovercourt is committed to protecting members and families from abuse and is obligated by law to report cases of suspected abuse. All BGC Dovercourt staff, interns and volunteers who work with members are trained on how to detect and report suspected cases of child abuse and are also trained on how to handle a child's disclosure. BGC Dovercourt shall provide members and families with referrals to counseling services, emergency services and access to Family and Children's Services, as requested.

Purpose: To ensure BGC Dovercourt meets all requirements and that the safety and well-being of its members is maintained. BGC Dovercourt will ensure that members have the right to a safe and secure upbringing that leads the child to a psychological, emotional and moral maturity and security.

Legal Obligations

Duty to Report

In accordance with the Child, Youth and Family Service Act, it is the responsibility of every person in Ontario, including a person who performs professional or official duties with respect to children, to immediately report directly to a Child Aid Society if they suspects that child abuse has occurred or if a child is at risk of abuse. An individual's responsibility to report cannot be delegated to anyone else.

A child is defined as a person from birth until their 18th birthday.

Failure to Report

It is an offence under the Child, Youth and Family Services act for a profession to contravene one's reporting responsibilities. The penalty imposed (a fine up to \$5,000) emphasizes that a child's safety must take precedence over all other concerns.

Confidentiality

The duty to report overrides the provisions of confidentiality in any other statute, specifically, those provisions that would otherwise prohibit disclosure by a professional or official. The only exception to this is solicitor/client privilege.

Protection from Liability

All persons making a report of suspected child abuse are protected against civil action unless that person is proven to have acted "maliciously or without reasonable grounds for the belief or suspicion."

Procedure

Recognizing Signs of Possible Abuse:

- DBGC personnel will take any comments or behaviour of members that may indicate abuse seriously. (See Appendix A for Types of Child Abuse and Indicators of Child Abuse or Neglect)
- DBGC personnel should be concerned about a member who displays consist (some examples):
 - Psychological Abuse



- Communication is of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.
- Physical Abuse
 - Has physical injuries such as bruises, welts, cuts or burns and whose explanations seem to be incompatible with the nature or extent of the injury.
 - Is usually fearful to undress at appropriate times, such as for swimming.
- Neglect
 - Appears undernourished and/or has inadequate or no lunches.
 - Has obvious medical needs that are unattended.
 - Is frequently dressed inadequately.
- Emotional Abuse
 - Is defined as but not limited to a chronic attack on an individual's self-esteem.
 -
 - It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming
- Verbal Abuse
 - Is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, and continual putdowns.
- Sexual Abuse
 - Frequently makes drawings of people with disproportionately shaped organs.
 - Demonstrates unusual interest in, or preoccupation with sexual acts or sexual language, which is beyond the kind of interest or knowledge normally expected for their age.
 - Mentions that "it hurts" going to the bathroom.
 - Complains about pain around the genitals, rectum, mouth, and/or throat area.
 - Appears to be extremely fearful of being left alone with particular adults or with adult men or women in general.
- Emotional Maltreatment
 - Demands for constant attention
 - Extreme lack of confidence, withdrawal, depression
 - Extreme aggressiveness or passivity when playing with other children
- DBGC personnel should be additionally be aware of parent's behaviour as an indicator
 - Shows lack of concern for the well-being of the child.
 - Has unrealistic expectations of the child's performance.
 - Appears unduly distrustful and suspicious of DBGC personnel.

Reporting Suspected Child Abuse

- Any situation of suspected child abuse must be reported immediately to the Program Director(s) or designated staff, who in turn will notify the Executive Director.
 - The report of child abuse should be made in consultation with the Program Director(s) and the Executive Director. This is for support only- not to dissuade the employee from making the call to Family and Children's Services.



- Absolutely no one is to advise not to report suspicions of child abuse. There will be no sanctions or reprimands for anyone who consults/reports suspicions of child abuse. Disciplinary actions will result if there is an attempt to stop someone from following through on the legal duty to report.
- **If the staff/student/volunteer thinks the child is in immediate danger, call the police.**
 - Access to immediate medical attention if a child has sustained injuries. Where injuries are suspected to have been caused by child abuse or family violence, do not inform the parent of the intention to access medical care for the child until you have spoken with a child protection worker and have been directed to do so.
- Staff are to contact Family and Children’s Services (FACS) and request an ‘Intake Worker’. When reporting to FACS, have available information, if possible, which may be critical to FACS in pursuing its investigation, including ;
 - Name of Child
 - Address of Child
 - Age/birth date of child
 - Name and address of the individual suspected of abuse
 - Where the parents can be reached
 - Incident(s) that precipitated the report
 - Present condition of the child
- A call to FACS can be made at any time and any day, and should occur immediately if there are reasonable grounds to believe a child is in need of protection or risk of harm, is being abused or neglected.
 - “reasonable grounds” refers to the information that an average person, using normal and honest judgement, would need to decide to report
- It is not the employee’s responsibility to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. Thus any personal interview or physical examination of the child should only be carried out in the line of normal, daily observations and discussions.
- It is the responsibility of FACS to decide how to proceed and the best course of action once a referral has been made.
 - It is the responsibility of the person who suspects child abuse to follow through on the report of a Children’s Aid Society, and their supervisor will provide support and direction. When making the report, give your name, Club/Centre name, position and phone number to the FAC worker.
- If a staff/student/volunteer has any further suspicions of abuse or new information with respect to a child, they must immediately make another report to FACS, regardless of any previous reports.
- If a member is removed from BGC Dovercourt, the Program Director and Executive Director shall discuss with FACS, as soon as possible, when and by whom the parent shall be informed, and satisfy themselves that necessary action is taken.
- A Child Abuse Report form is **MUST** be completed by the employee reporting the suspected abuse and filed in the child’s personal file.



Suspicion of Staff/Student/Volunteers of Child Abuse (Internal Abuse)

- If staff/student/volunteer/intern is suspect another person within the Club, they will inform the supervisor of the intention to call Family and Children's Services.
 - If the person suspected of abuse is the Supervisor, then immediately inform the Executive Director. In any other case where an allegation has been made against a staff/student/volunteer/intern immediately inform the Supervisor.
- The staff/student/volunteer making the allegation will follow the reporting procedure outlined earlier, and will complete necessary documentation (see Dovercourt Boys & Girls Club Internal Reporting Form)
- Allegations of abuse against a staff member are considered a Serious Occurrence. The Supervisor will notify Toronto Children Services Serious Occurrence, within 24 hours of occurrence and submit a Preliminary Inquiry Report within 7 working days.
- The person suspected of abuse will not be told by anyone about the suspicious, the intention to report or that a report has been made until after the Supervisor has been consulted with the
- If an employee, volunteer, student, fails to report a known or reasonably believed situation of abuse or violence against a child, they may be subject to immediate disciplinary action, up to and including termination of employment.
- Intentionally accusing someone of any types of abuse or violence against a child, known to be false, is a serious offence and is subject to disciplinary action. BGC Dovercourt reserves the right to discipline those whose reports or complaints are frivolous or vexatious.
- FACS/Children's Aid Society Worker for direction and with the Executive Director.
- The Executive Director/Supervisor will consult with the FACS/Children's Aid Society worker and/or police officer as to what, if anything, should be done to protect a child receiving service from BGC Dovercourt from further contact from the alleged abuser.
- The Executive Director will immediately notify the Chair of the Board of Director's, who, in consultation with the FACS/Children's Aid Society worker and/or police officer and legal counsel, will determine what action if any, will be taken with respect to the job responsibilities of the staff person against whom the allegations have been made.
 - Following consultation, the Executive Director will follow up with a written confirmation of any decisions and reasons for such, a copy of which is to be given to the staff person whom an allegation has been made and a copy retained on file.

External Reports of Child Abuse

- Should a parent or other concerned individual(s) inform BGC Dovercourt personnel of suspected child abuse, the staff member should advise the informant to report the concern to Family and Children's Services/Children's Aid Society.

Confidentiality

- The confidentiality of the child, family and accused must be respected and procedurally ensured.
- Any information related to a suspicion or report of abuse is confidential between the person directly involved, the person making the report and a FACS and/or emergency services.



- Supervisors, in consultation with a FACS, will give direction regarding the appropriate sharing of information with staff, interns, volunteers and/or members of the Board.
- Discussing any information with others related to a situation of suspected abuse outside the designated individuals is a breach of confidentiality, and may leave you liable for slander.
- Information considered confidential cannot be kept in confidence if it is related to a suspicion of abuse; all staff, interns and volunteers must follow through on the legal duty to report.
- A staff, interns and volunteer who suspects abuse will not tell a parent/guardian or child about the suspicions, the intention to report or that a report has been made until after consultation with a FACS. Discussing any suspicions of child abuse or family violence with a parent/caregiver/child before consulting with a FACS could jeopardize the child and/or contaminate the investigation.
- In a case where a child has been apprehended by a child protection worker and/or police officer, the Supervisor will speak to the worker to determine if the child will return to the club. The Supervisor will advise the staff, and determine the best way to explain the situation to the other children. This will be done in such a way as to balance the child's/family rights to confidentiality with the concerns of others in the centre.

Documentation

- In the event that a staff/student/volunteer/intern suspects child abuse, a Child Abuse Report Form MUST be completed as soon as possible in the individual's handwriting, using pen only.
 - If applicable, this includes circling bruises/injuries on the body chart attached to the reporting form.
 - Document only the facts – do NOT include how you are feeling about the incident or personal thoughts about what have happened.
- A Child Abuse Report Form is to be completed every time a staff/student/volunteer/intern has reasonable grounds to suspect that abuse has occurred.
 - Include the name and phone number of the FACS/Children's Aid Society individual you spoke with and/or police service and any directions you were given.
 - Do not make a rough copy then rewrite in good- the original recording of the facts is your documentation. If you make a mistake, do not white out- cross out and initial any errors, and then continue on.
 - Sign and date the form and place it in a sealed envelope signed and dated at the back.
 - All documentation is to be forwarded to the Supervisor and to be kept in a secure file, separate from the child's general file.

Guidelines for Writing Documentation

All documentation must be:

- Legible and hand written by the person who suspected and reported the suspected abuse (never to be typed on computer)
- Written with a ball point pen, not a marker or felt tip, which might smudge/leak
- Facial, based on your observations. Do not document your personal thoughts about how it might have happened or include second or third party information.



- Submitted as the original document. Do not re-write your documentation.
- Free of white-out, if you make mistake, simply cross it out and initial any errors changes
- Complete with the name(s) and phone number(s) of the individual(s) you spoke with at the Children's Aid Society (CAS) and/or Police Division;
- Complete with any directions you were given by a CAS and/or Police Division
- Signed, dated, and placed in a sealed envelope

Written documentation should include the following information:

- Child's name and address
- Observation date and time
- Description of the full incident(s), and/or situation(s) of suspected abuse (FACTS ONLY). Ensure to include dates, times, behaviors, specific words and interactions between the individuals involved
- Description of the physical condition of the child, including any injuries or signs of illness. Where appropriate, circle the attached Body Chart to indicate location of injury(s).
- Description of the emotional condition of the child, including any behavioural concerns, as well as the child's response upon disclosure (if applicable). Are there any noticeable changes in the child's behaviour?
- If known, a description of any further risks of abuse to the child, including the access of the alleged abuser to the child.

Investigation of Abuse

- Investigation of abuse will be carried out by Family and Children's Services and/or police. They will determine if there is a sufficient basis to warrant further assessment upon receiving the report.
- An investigation team may request permission to interview a child on the premises when child abuses or family violence has been reported. All efforts will be made to cooperate with the child protection worker/police in order for the investigation to be completed with the least disruption to the day-to-day operations of the centre. Should the investigative team's request to interview the child at the Club be refused by the Supervisor by any reason, the child may be apprehended (with or without warrant) and removed from the Club.
- If the authorities have told any staff/student/volunteer of the intention to come to the Club, the Supervisor should be notified immediately.
 - The Supervisor will arrange for an appropriate private location for the interview to be conducted. When authorities arrive, the Supervisor will ask for identification.
- If a child protection worker/police officer arrives unannounced, the Supervisor will ask for identification and call their respective office to confirm that they are a representative of a child protection/police service.
- The police/child protection worker may determine that it would be in the best interest of the child to conduct an interview without the prior knowledge of, and without the child's parents



present. All staff involved must respect this decision, and not speak to the parent until further notice.

- The Supervisor will prearrange with the investigative team if a support person from DBGC can be present when the child is being interviewed. Any support person who agrees to attend the interview will be reminded by the Supervisor that they may be required to attend and testify in court proceedings related to the case.
- If, after interviewing a child, the investigative team feels it is necessary to apprehend the child, the Supervisor/staff/student/volunteer will cooperate. The Supervisor will clarify with the investigative team who will be responsible for contacting and informing the parents.
- The Supervisor will document the names of the investigative team, the date, time, how long the authorities were at the Club and any relevant outcome. The documentation will be kept in a secure file, separate from the child's general file.

Investigative Telephone Inquiry Conducted by Child Protection worker/Police

- Should a staff member receive a child protection worker and/or police officer who telephones the Club to gather information with respect to the protection of a child, that staff person will follow the steps outlined below:
 - Ask the person on the telephone for their full name, telephone number and name of agency that they represent.
 - In order to ensure that the person calling is a child protection worker/police officer, the staff member will inform the person calling that they will call back immediately.
 - The staff member will call back immediately, confirming that the telephone number is that of a Children Aid's Society and/or police division, and the individual inquiring about a child is a representative of said agency.
 - A staff member may answer questions posed by a child protection worker/police officer and provide information over the telephone as long as the information is related to suspicions of abuse and the personal protection of the child.
 - The staff member is to immediately inform the Supervisor who will inform the Executive Director of any telephone conversations that have occurred between the staff member and a child protection worker/police officer.
 - The staff member will document the telephone call, including the date, time and length of call and the name of the child protection worker/police officer. All documentation is to be forwarded to the Supervisor to be kept in a secure file, separate from the child's general file.

Serious Occurrences

Policy Statement: The Dovercourt Boys and Girls Club is committed to ensuring the safety of its members, personnel and all individuals on the premises. Protocol regarding serious occurrences establishes a consistent process for the communication and reasonable steps for follow up of an occurrence.

Purpose: To comply with the Childcare and Early Years Act and establish a consistent process for ensuring communication and follow-up measures of serious occurrences within the Club.



Definition

Serious occurrences to be reported by the service provider to the ministry are defined as follows:

1. The death of a child who received care at our centre, whether it occurred on or off the premises
2. Abuse, neglect or an allegation of abuse or neglect of a child while receiving care at our centre
3. A life-threatening injury to or a life-threatening illness of a child while receiving care at our centre
4. An incident where a child who is receiving care goes missing or is temporarily unsupervised, or, an unplanned disruption of the normal operations of the centre poses a risk to the health, safety or well-being of children receiving care at the centre

Procedure

Missing Child

General

- Frequently count the number of children in their group to make sure that no one is missing.
- Reinforce that no child may leave his or her group for any reason without speaking to their program staff prior.
- Reinforce the practice that other children in the group should tell staff if they notice that their assigned buddy or anyone else in the group is not present.
- No child may leave the group alone. If a child must leave the group (e.g., to take a restroom break, to get a piece of equipment), he or she must be accompanied by a staff member or an assigned buddy.
- Not become so involved in the activity at hand that the staff member loses track of the participants who are waiting on the sidelines.
- Frequently glance over at children who are waiting on the sideline and tell them to start getting ready to participate.
- Do not allow children to be idle for long periods; idle children look for something else to do and wander off without even realizing that they are leaving the group environment.

Protocol

If a child goes missing, the following steps must be followed:

- a. Remain calm to avoid frightening the other children.
- b. Stop the activity and ask the campers about the last time they saw the missing child and if they know where he or she went. If no one knows, pull the group together, have them sit on the ground or floor, tell them that you will be right back to restart the activity, and leave them with another staff. Never leave the group alone. Call for backup if no assistant is present.
- c. Call the Camp Coordinator or Supervisor to tell them that you are beginning a contained search in the immediate area. Provide the name, basic characteristics of the camper (hair color, age, size, weight), any description you may have that would help others search (such as apparel that the child was wearing), and how long it has been since anyone has seen the child. The Camp Coordinator or Supervisor will arrive on the scene with other support personnel as soon as possible.



- d. If the group is indoors and other staff or manager is on site, alert that person right away. If exits can be monitored, ask another staff or manager to help watch those exits with his or her staff to prevent the missing camper from leaving the building.
- e. Search the immediate premises including halls, restrooms, and other activity areas. Call the camper's name as you search.
- f. If the child is not found in the building, go outside and do a sweep around the perimeter of the building. If other adults are around the outside of the building, ask them if they have seen a child fitting the description.
- g. If you find the child, call the Camp Coordinator or Supervisor will immediately so that the search can be called off. If you don't find the child, wait until the camp director arrives for further instructions.
- h. If a camper goes missing from a residence hall, contact every staff member in the residence hall and complete the following:
 - a. Assign one or more counselors to go door to door and instruct campers to stay in their rooms until further notified.
 - b. Assign one or more counselors to watch the exits and do a perimeter sweep outside the building.
 - c. Call the Program Manager with the information described in point c above and then commence the search through the building.
- i. If you find the child, call the Camp Coordinator or Supervisor will immediately so that the search can be called off. If you do not find the child, wait until the Program Manger arrives for further instructions.

At any point in this process, if you see a person that looks like they don't fit in this environment, alert the camp coordinator or any other institutional staff members immediately.

Runaway Child

It is very distressing when a child runs from the program. Some children may go to the edge of the playground, but still be in view and will eventually return to the group. A 'Runaway' is any child who intentionally runs from your direct supervision and is out of sight or off the property. This may include a child who runs out of the room.

The following steps should be taken;

1. **Act immediately**, using whatever means is available to you, to bring back the child. If you are the only one caring for the children you may want to leave the group in order to pursue the runaway child - you cannot jeopardize the safety of the rest of the group by leaving them unsupervised.
 - call the child
 - immediately call for the help of another adult to pursue the child (you may need to send an older child to get help)
2. Take all of the children with you and contact the Supervisor
3. Call the child's home to see if the child is there



4. If you are unable to locate the child, call the parents. The parents may know where to look for the child. If the parents are unavailable, call the emergency contact person
5. If the child cannot be found, it may be necessary to contact the police
6. **This incident will trigger Serious Occurrence reporting procedures**

Reporting and Documentation

Serious Occurrence Notification Form



Appendix A: Types of Child Abuse and Indicators of Child Abuse or Neglect

There are four major types of child abuse: physical abuse, sexual abuse, neglect and emotional maltreatment.

Physical Abuse

This means all actions that result in non-accidental physical injury including bruises, cuts, burns, fractures and internal injuries. It is distinguishable from corporal punishment because it is severe, inappropriate to the age or behaviour of the child, has no healthy corrective purpose, and may result in injury.

Signs of Physical Abuse	
In the child's appearance, look for:	<ul style="list-style-type: none"> • Unexplained bruises and welts, cuts or burns (may also seem to be incompatible with the nature or extent of injury) • A number of scars in a regular pattern • Burn marks that appear to be inflicted • Inflamed tissue suggesting scalding • Adult size bite marks • Inappropriate clothing (such as for swimming or long sleeves on a very hot day)
In the child's behaviour, look for:	<ul style="list-style-type: none"> • Fear of physical contact • Apparent fear of going home • Uncharacteristic or unexplained changes in behaviour • Inconsistent explanations of injury

Neglect

This means, "Acts of omission" on the part of the parent or another person responsible for the child. Examples would be failing to provide the child's basic needs like food, clothing, shelter, health, hygiene, and safety; failing to provide adequate supervision, failing to prevent injury (where possible) or failing to provide adequate medical attention. Emotional neglect refers to failing to provide enough psychological nurturance necessary for a child's growth and development.

Signs of Neglect	
In the child's appearance, look for:	<ul style="list-style-type: none"> • Inappropriate clothing for weather and/or is frequently dressed inadequately • Persistent hunger, malnutrition, underweight or dehydration • Appears undernourished and/or has inadequate or no lunches • Has obvious medical needs that are unattended such as unattended sores or cuts



	<ul style="list-style-type: none"> • Poor hygiene, dirtiness, skin disorders associated with bad hygiene • Persistent fatigue and listlessness
In the child's behaviour, look for:	<ul style="list-style-type: none"> • Demands for constant attention • Lack of parental participation or interest • Indications that no one is ever home to after the child • Obvious lack of energy when playing

Sexual Abuse

This means any sexual acts involving a child and a parent or other person responsible for the child. This can range from the parent or person responsible to exposing a child to sexual acts like prostitution, or to actual molesting; it includes exposure, fondling, masturbation, intercourse and invitations to touch.

Signs of Physical Abuse	
In the child's appearance, look for:	<ul style="list-style-type: none"> • Difficulty in walking or sitting • Pain, itching, bleeding and bruises in the genital or anal area • Torn, stained or bloody underwear
In the child's behaviour, look for:	<ul style="list-style-type: none"> • Frequently making drawings of people with disproportionately shaped organs • Demonstrates an unusual interest in, knowledge or preoccupation with sexual acts or sexual language, which is beyond the kind of interest or knowledge normally expect for their age • Mentions that "it hurts" going to the bathroom • Complains about pain around the genitals, rectum, and mouth and/or throat area. • Appears to be extremely fearful of being alone with particular adults or with adult men or women in general • Fear of physical contact • Apparent fear of going home • Uncharacteristic or unexplained changes in behaviour • Reluctant to participate in physical activities • Stories of sexual contact with an adult or older child • Destructive and delinquent behaviour

Emotional Maltreatment

The most difficult form of child abuse to define and identify, emotional maltreatment includes overt rejection, unnecessary criticism or excessive demands of performance for a child's age and ability. One definition describes it as "the willful destruction or significant impairment of a child's competence."



Signs of Emotional Maltreatment

In the child's behaviour, look for:

- Demands for constant attention
- Extreme lack of confidence, withdrawal, depression
- Extreme aggressiveness or passivity when playing with other children
- "has-to-win" attitude
- Inappropriate "adult" behaviour such as organizing or disciplining others



Appendix B: Suspected Child Abuse Reporting Form

DOVERCOURT CHILD ABUSE DOCUMENTATION PROCEDURE

Guidelines for Writing Documentation

All documentation must be:

- Legible and hand written by the person who suspected and reported the suspected abuse (never to be typed on computer)
- Written with a ball point pen, not a marker or felt tip, which might smudge/leak
- Factual, based on your observations. Do not document your personal thoughts about how it might have happened or include second or third party information.
- Submitted as the original document. Do not re-write your documentation.
- Free of white-out, if you make a mistake, simply cross it out and initial any errors/changes
- Complete with the name(s) and phone number(s) of the individual(s) you spoke with at the Children's Aid Society (CAS) and/or Police Division;
- Complete with any directions you were given by a CAS and/or Police Division
- Signed, dated, and placed in a sealed envelope

Written documentation should include the following information:

- Child's name and address
- Observation date and time
- Description of the full incident(s), and/or situation(s) of suspected abuse (FACTS ONLY). Ensure to include dates, times, behaviors, specific words and interactions between the individuals involved
- Description of the physical condition of the child, including any injuries or signs of illness. Where appropriate, circle the attached Body Chart to indicate location of injury(s).
- Description of the emotional condition of the child, including any behavioural concerns, as well as the child's response upon disclosure (if applicable). Are there any noticeable changes in the child's behaviour?
- If known, a description of any further risks of abuse to the child, including the access of the alleged abuser to the child.



Suspected Child Abuse Reporting Form

This form is confidential when completed

Reminder:

- The person who suspects abuse/received the disclosure must make the call him/herself
- Use pen when completing the form
- Document the facts only and do not include your personal feelings about the incident or opinions about what may have happened
- Fill out this form every time you have reason to suspect abuse has occurred
- Do not make a rough copy and then a good copy; keep original facts/notes

Date Form Completed: _____

Child's Information

Child's Name: _____ Male Female

Child's Age: _____ Date of Birth: _____

Child's Address: _____

Child's Phone #: _____

Name of Parent/Guardian: _____

Relationship to Child: _____

Reason for this report:

- Suspicion of abuse
- Child disclosure
- Allegation of abuse against a Dovercourt Boys & Girls Club Staff



Please use facts and bullet point form when completing the following questions:

Describe full the incident, statement of behavior and/or physical indication of abuse. Describe fully using the child's words, the interaction between the child and the person to whom the child disclosed:

If child's explanation was sought or offered, give details, including what said and when:

If other staff were consulted about this incident, give details, including the name of the staff, what was said and when:

Describe fully the physical condition of the child, including injuries, burns, welts, and/or illness. Where appropriate, circle and label bruises or other injuries on the attached Body Chart.



Describe fully the emotional condition of the child, including any behavioral problems, and the child's response upon disclosure. Were there any noticeable changes in the child's behaviour patterns during the disclosure?

Report made to:

- Children's Aid Society
- Ministry of Education (if applicable)
- Serious Occurrence/Incident Report completed and submitted to Manager (if applicable)
- Police (if applicable)

Date of Call: _____ Time of Call: _____ a.m/p.m.

CAS Branch Phone Number: _____

Children's Aid Social Worker: _____ ext: _____

Program Consultant: _____ ext: _____

Police Officer: _____ ext: _____

Actions CAS said will occur (if known):



Follow up required by Dovercourt Boys & Girls Club Staff Yes No. If yes, please provide details below:

Other comments or observations:



Dovercourt Boys & Girls Club Internal Reporting:

Contacted	Name	Date	Time
Supervisor	_____	_____	_____
Executive Director	_____	_____	_____

*Executive Director will inform Board of Directors

Name of Staff Making Report: _____

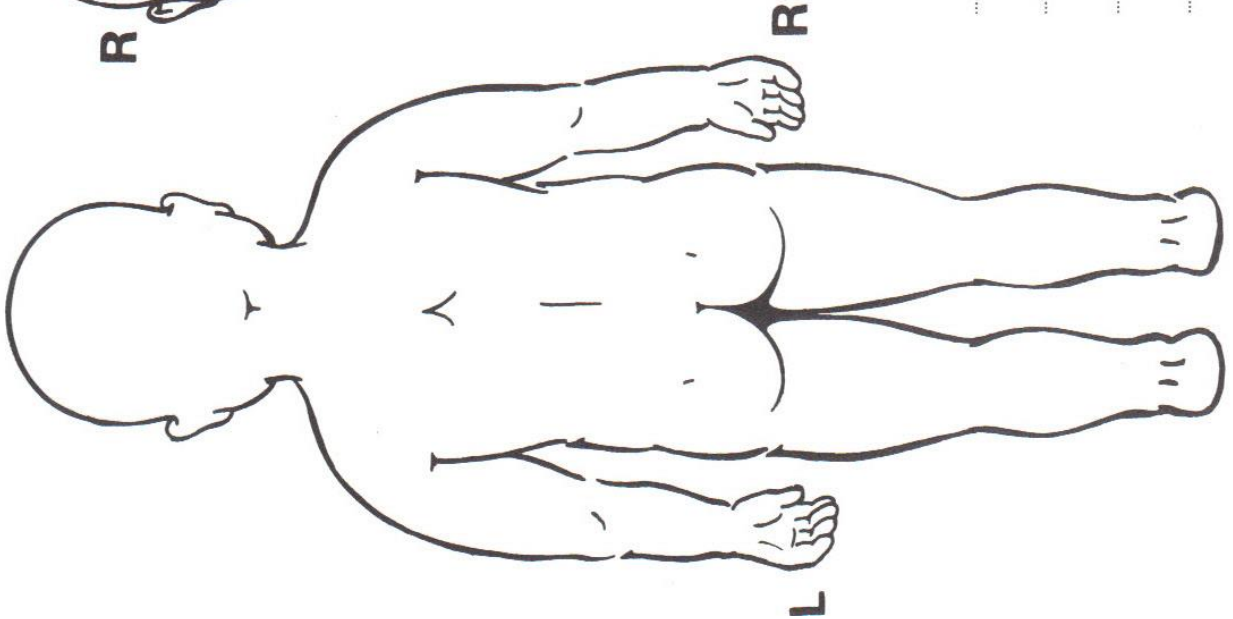
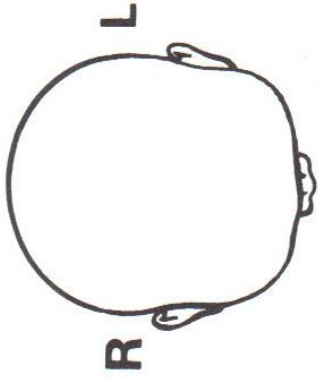
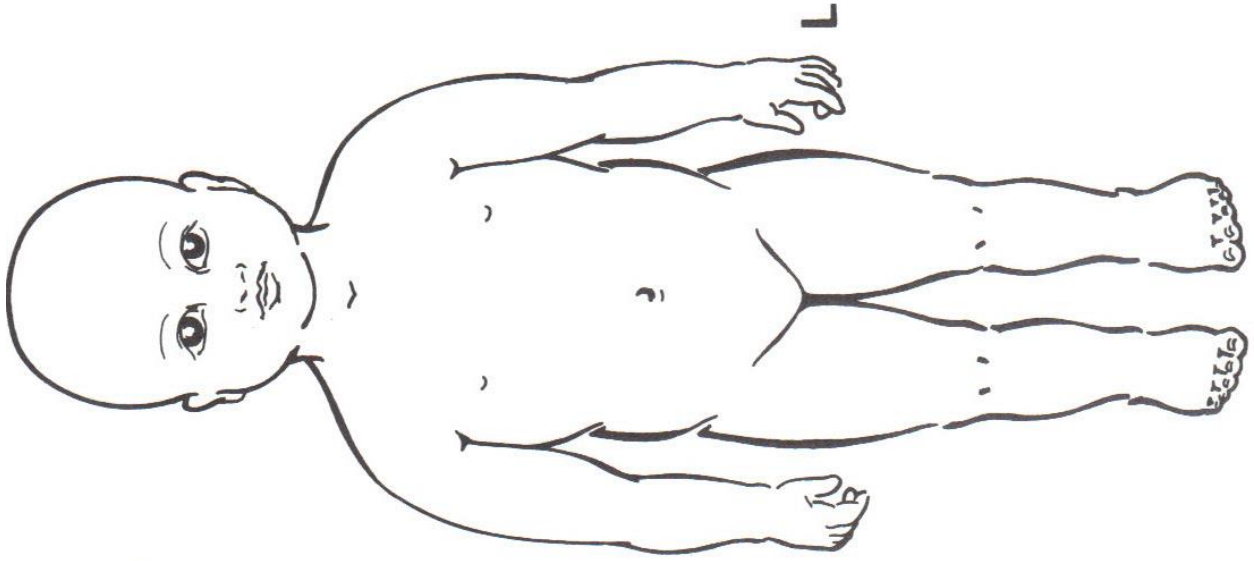
Position: _____

Staff Signature: _____

Date: _____



Form K3631



NAME OF PATIENT: —
 NAME OF DOCTOR: —
 DATE: —
 STN. REF. NO.: —



I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to comply with all of the rules and procedures in this policy and to report any incident of abuse as set forth in this policy and any future revisions made.

Name:

Signature:

Date:

Witness:
