

Updated: January 24, 2024



**Reporting Alleged Abuse and/or Neglect
Documentation by Person making the Report
Nanaimo Ladysmith Public Schools**

FIPPA Guidelines state that this two page *original* form must be:

1. Stored confidentially and securely for a period of no less than one year from the date of completion.
2. Completed and signed by the assessor
3. Signed and dated by the School Principal
4. Scan and email a clear copy of the form to the Administrative Assistant at Dufferin
5. Copy to be stored confidentially and securely for a period of no less than one year from date of completion by the individual conducting the assessment.

DO NOT PLACE IN STUDENT'S GENERAL OR DESIGNATION FILE

	XX
XXXXX	X
XXXXXXXXXXXX	Phone
Date	Time
Student's Address	Grade
Name of Mother	Phone
Name of Father	Phone
Siblings Names and Ages (are they living in the home?)	
Person making this report and role	Phone
Principal Name	Phone
Signature _____	
MCFD Intake Worker's Name	Alternate Phone

Suggestions

- ▶ Stay calm
- ▶ Listen
- ▶ Go slowly
- ▶ Be supportive
- ▶ Get only essential facts
- ▶ Do NOT interview the child
- ▶ Do NOT make promises you cannot keep

Things you may wish to say

- ▶ I'm glad you're telling me this
- ▶ You are not in trouble
- ▶ You have done nothing wrong
- ▶ I am sorry you've been hurt
- ▶ I am sorry this has happened to you
- ▶ I will do everything I can to get you the help you need
- ▶ I know other people who can be trusted to help us solve this problem



SCAN AND EMAIL A CLEAR COPY OF THE FORM TO TIER3REPORTS@SD68.BC.CA



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**NANAIMO LADYSMITH
PUBLIC SCHOOLS**

395 WAKESIAH AVENUE, NANAIMO, BC V9R 3K6 | WWW.SD68.BC.CA    

PLEASE BE CAREFUL NOT TO INTERVIEW THE CHILD!

- ▶ Document as accurately as you can.
- ▶ Do not solicit information.
- ▶ Tell the student what will happen next and do not make promises you can't keep.
- ▶ You can ask open-ended questions such as:
 - ▶ What did you see?
 - ▶ What do you know?
 - ▶ Can you tell me more?
 - ▶ Can you tell me what that looks like?
 - ▶ What does that mean?



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