



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

REPORTING ALLEGED ABUSE AND/OR NEGLECT DOCUMENTATION BY PERSON MAKING THE REPORT

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. Forward to Senior HR Manager – Mental Wellness c/o DAC – HR – in a sealed envelope marked “Confidential”
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

Name of Student	DOB
Gender	MyEd #
Student’s School	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	Signature _____ Phone
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



**SEND A COPY OF THIS REPORT TO SENIOR HR MANAGER – MENTAL WELLNESS
C/O DAC – HR – IN A SEALED ENVELOPE MARKED “CONFIDENTIAL”**



NANAIMO LADYSMITH
PUBLIC SCHOOLS

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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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