

Ministry for Children and Family Development

Contact Guidelines

The goal of the Ministry for Children and Family Development is to provide support to children or families in crisis, not to apprehend children

IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER, CALL 911 AND INFORM YOUR ADMINISTRATOR

Important Considerations:

- The purpose of this form is to help staff understand when to report, gather the relevant information prior to a report, and understand the steps involved in making a child protection call.
- Please read through the Duty to Report Guidelines prior to making your report, and remember that sharing your concerns does not take away your duty to report.
- It is not up to you to assess the validity of a concern; if the incident meets the duty to report threshold, then report.
- If you aren't clear that you have a duty to report, please contact the centralized screening and consult; you can do so without sharing confidential information.
- Your report is confidential. You may or may not be informed about next steps from the Ministry.

DUTY TO REPORT

Reporting Child Abuse in BC:

If a child is in immediate danger, call police (call 9-1-1 or your local police) to intervene and a child protection social worker should be contacted to determine whether the child is in need of protection.

If you think a **child** or **youth** under 19 years of age is being abused or neglected, you have the legal duty to report your concern to a child welfare worker. Phone **1 800 663-9122** at any time of the day or night.

Your call will be answered by the Provincial Centralized Screening team (PCS) and their primary role is to receive and assess child protection reports and initial requests for ministry service across the province, 24 hours a day, 365 days a year. Provincial Centralized Screening can be reached at the following numbers: 1-800-663-9122.

Duty to Report Abuse or Suspected Abuse:

The *Child, Family and Community Service Act* (CFCSA) requires that anyone who has reason to believe that a child or youth has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to a child welfare worker. Learn more in the **Child Abuse Prevention Handbook** (PDF), which has been revised to clarify reporting requirements regarding children and youth living in situations where domestic violence exists.

The Four Steps for Calling Centralized Screening

Step 1: Complete following information (This is the information that will be requested by the screener during your call):

Student's Name: _____ Birthdate: _____

Mother's Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Mother's Address: _____

Father's Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Father's Address: (if different than Mother) _____

Circumstances of concern: _____

Past history of concern: _____

Step 2: Contact MCFD at 1-800-663-9122, and ask for screener.

Step 3: Inform your Principal or Vice - Principal.

Step 4: Shred this document to protect confidentiality of report.