

United Counties of Leeds and Grenville
Community and Social Services Division

Children’s Services Department
Ontario Early Years Centre

Volunteer Policy
Reporting of Suspected Child Abuse

Policy No. 2

LEGISLATIVE AUTHORITY:	Status of Volunteers with respect to the CHILD AND FAMILY SERVICES ACT (2000)	
	Section 72 (1)	Responsibility to Report
	Section 72(2)	Ongoing Duty to Report
	Section 72(3)	Direct Reporting
	Section 72(4)	Responsibilities / Penalty of Failure to Report
	Section 72(5)	Professionals obligated to Report
	Section 72(7), (8)	Professional Confidentiality
	Section 72(7)	Protection from Liability

INTENT:

To ensure that all volunteers of the Leeds and Grenville Ontario Early Years Program are aware of their obligation to report suspected child abuse or neglect in accordance with the Child and Family Service Act 2000. During the course of volunteers carrying out their role within the Ontario Early Years Centres and its associated programs all volunteers must adhere to the following mandatory procedures as it relates to the reporting of suspected child abuse.



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PROCEDURE:

1. If a volunteer of the Leeds and Grenville Ontario Early Years Centre receives information, witnesses, has direct knowledge or are informed of suspected child abuse or neglect, action must be taken in accordance with the Child and Family Services Act 2000.
2. In situations where volunteers are unsure as to whether a "report" to the local Family and Children's Services office is required, contact is to be made with the volunteer coordinator to discuss the situation. If the volunteer coordinator is unavailable, consultation may take place with the OEYC Team Leader.
3. Volunteers are advised to not disclose to the client / service user that a referral or report is being made to Family and Children's Services.
4. Volunteers are to make direct contact with the Family and Children's Services Intake Division to report the information immediately. Prompt referrals are necessary to ensure that there is no delay in the investigation and assessment by Family and Children's Services as to the child / other children's immediate safety.
5. Volunteers are required to document the information received or witnessed. This documentation must include the date the information was received / witnessed, specifics of the incident, the date and name of the intake worker at Family and Children's Services for whom the information was provided.
6. All documentation must be immediately forwarded to the Volunteer Coordinator.



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PROCEDURE (continued):

7. The volunteer Coordinator will be responsible to complete the standard form letter to Family and Children's Services in accordance with Community and Social Services staff policy "Reporting Suspected Incidents of Child Abuse". This includes providing a copy of the letter to the OEYC Team Leader, Manager of Children's Services and the Director of Community and Social Services.

8. In the event that a volunteer receives / witnesses subsequent or additional information, the above procedure is to be adhered to in each separate report / incident. The Child and Family Services Act 2000 speaks to the duty to report if there are additional grounds to suspect a child is / or may be in need of protection, despite the fact that a previous report may have been made.

Deborah Gill
Manager, Program Review/Quality Assurance
Department

Date

Dorothy Theobald
Director, Community and Social Services Division

Date

