



AD.1.12.1 Protection of Minors Procedure
Schedule E
Response to Suspicions or Disclosures of Abuse Process

Duty to Report and Guidelines for Writing Documentation

1. Inform your direct supervisor or manager that you intend to call Southern Alberta Child Intervention Services or the Child Abuse Hotline.
2. You can name the minor, but do not discuss any details of the suspicion or disclosure your supervisor or manager.
3. When you call the Southern Alberta Child Intervention Services or Child Abuse Hotline:
 - a. Give your full name, professional title, and area in which you work at SAIT.
 - b. Report all information that you have documented.
4. After you have completed the call to the Southern Alberta Child Intervention Services or the Child Abuse Hotline;
 - a. Submit ****SAIT DOCUMENTATION (Incident report, or sealed Envelope, with date)**** to your direct supervisor or manager and keep on file indefinitely.

Written documentation should include:

- Minor's name and address;
- Description of the full incident(s), and/or situation(s) of suspected abuse (facts only; not opinions). Be sure to include dates, times, behaviours, specific words and interactions between the individuals involved;
- Description of the child's physical condition, including any injuries or signs of illness.
- Description of the child's emotional condition, 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 minor, including the alleged abuser's access to the child;
- Fully describe the action taken on the child's behalf. Include all instructions and/or advice from Southern Alberta Child Intervention Services, the Child Abuse Hotline or Calgary Police Services (if applicable).

All documentation must be:

- Legible and hand written by the person who suspected/is aware of and reported the suspected or known abuse (never to be typed on a computer);
- Written with a ball point pen, not a marker or felt tip, which might smudge/leak;
- Factual and 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;
- Complete with the name(s) and phone number(s) of the individual(s) you spoke with at Southern Alberta Child Intervention Services, the Child Abuse Hotline or Calgary Police Services (if applicable).;



- Complete with any directions you were given by Southern Alberta Child Intervention Services, the Child Abuse Hotline or Calgary Police Services (if applicable).
- Signed, dated, and placed in a sealed envelope;
- Write the minor's name and CONFIDENTIAL on the front of the envelope, ask your direct supervisor or designate to sign on the front of the envelope.

CONTACT INFORMATION FOR REPORTING SUSPECTED CASES OF ABUSE

Who to Call:

You can call any of the numbers below to discuss your concerns about the wellbeing or safety of a child.

Child Abuse Hotline (open 24 hours a day): 1-800-387-5437

Southern Alberta Child Intervention Services: 1-800-638-0715.