

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 330 – Child Protection	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 175, 231</i> <i>Government of Saskatchewan, Saskatchewan Child Abuse Protocol, 2023</i> <i>Government of Saskatchewan, Information Sharing Related to Youth Criminal Justice Act, August 2019</i> <i>The Child and Family Services Act, Part III (SK)</i> <i>Government of Saskatchewan Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act</i> <i>Province of Alberta Child, Youth and Family Enhancement Act, 2023</i> <i>Human Rights Commission</i>	
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Background

The Division recognizes it plays a major role in identifying children in need of protection as defined by the Saskatchewan Child and Family Services Act, the Government of Saskatchewan Child Abuse Protocol, (2023) and the Province of Alberta Child, Youth and Family Enhancement Act, (2023).

Procedures

1. The Principal shall ensure all employees are aware of this administrative procedure and our primary concern shall be the protection of the child.
2. Every employee who, has reasonable suspicion to believe a child maybe in need of protection shall report the information directly to a child protection worker (Ministry of Social Services (CFS)) and/or a police officer. The employee has a personal duty to report and cannot be delegated to another individual. (The investigation is the responsibility of the party the report is made to; Do not wait until you have all the information to report. It is the responsibility of the child protection worker and/or police to determine whether the report meets the threshold for child abuse or neglect.) The Duty to Report includes:
 - 2.1 Abuse or Neglect by a Parent/ Caregiver Including but not limited to: physical abuse, sexual abuse and exploitation, physical neglect, emotional maltreatment, exposure to domestic violence or severe domestic disharmony, or the child has committed an act that if the child were 12 years of age or more would constitute a criminal offence and family services are necessary to prevent a recurrence.
 - 2.2 It is mandatory to report any reasonable suspicion that a child (under the age of 18 years) who has been or is likely to be subjected to sexual abuse.
 - 2.3 Reasonable grounds are subjective, can be based on personal observation or discussion, does not require proof, can be based on credible secondhand information, take into account

the training and experience of the person reporting, and can still be reasonable even if it turns out to be untrue.

3. The employee of the Division who has made the report shall notify the Principal that a report has been made to the Ministry of Social Services (CFS) and/or the police.
4. The Principal shall ensure the report is made in accordance with the provisions of the corresponding Government of Saskatchewan, Saskatchewan Child Abuse Protocol, 2023. The Principal shall maintain a record of reports, and possible evidence, to aid both reporting and recall. Strict confidentiality with respect to the details of the case, documentation and records shall be maintained in the Principal file or counseling file (not cumulative folders) following AP185 Records Retention and Disposal.
5. In circumstances where the parent or guardian is named, through student disclosure, provincial legislation previously noted shall apply. (Any communication or contact with the parent or guardian in regard to alleged abuse and or neglect is the responsibility of the investigating agency; the school will not communicate with the parent or guardian.) However, in situations where an adult other than the parent or guardian is named, in the student disclosure, the parent shall be informed as soon as reasonably possible, and the parents shall determine what action is warranted in consultation with specialized personnel within the Division or community. The determined action shall be provided to principal within a reasonable time or the principal will initiate the report to the appropriate agency.
6. A Principal who has received a report of a child who may be in need of protection may in strict confidentiality consult with the school family liaison worker, school counselor or Superintendent of Education.
7. Child Protection Staff or police shall investigate the report of the child's possible need of protection.
 - 7.1 Principals shall cooperate with the child protection staff/police by allowing an interview to take place or by facilitating the apprehension of the student as provided by the appropriate Act.
 - 7.2 The Principal shall obtain the name of the child protection staff/police who is conducting the investigation and confirm their identification.
 - 7.2.1 The Principal will verify the identity of the investigator: a) secure the provided letter by the child protection staff (SK) or b) call the AB CFS office and confirm child protection staff and the name of the child whom they are requesting the interview or c) the police identification confirmed with SRO/RCMP.
 - 7.3 If the student requests a staff member be present, the Principal shall comply with the request.
 - 7.4 When the investigation is completed, the Principal may be notified of the outcome and informed of any proposed action.
 - 7.5 The Principal shall determine and support the child's return to learning plan.

8. It is the responsibility of the out of school investigator (child protection staff or police) to contact the student's parent/guardian prior to and/or following the interview. The Principal may provide the name of the investigator to the parent in cases where the student is in the care of the investigator.
9. If a Need of Protection report has been made and the child protection staff has indicated that an interview with the student will be conducted at the school that day and the child protection staff has not arrived before dismissal time, another call to the agency should be made. It is the Child Protection Worker's responsibility to determine whether the student is to be allowed to go home.
10. The Principal shall be responsible for advising appropriate persons of confidential information on a "need to know basis" to provide support for the child.
11. All information, reports and discussions relative to child abuse or neglect will be treated as confidential by every person employed by the Division.
12. It is possible that allegations may be made against LCSD personnel. In all such cases, the Director shall be the direct report.
13. The school division will deliver approved programs to teach children personal safety.