

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

POLICIES AND PROCEDURES

SECTION C: STUDENTS

APPENDIX C

WHAT INFORMATION IS REQUIRED BY THE CAS?

All employees referring alleged cases of child abuse are required to follow up their initial oral report to the Children's Aid Society (CAS) worker with a written referral.

1. Oral Report Should Include:

- Child's name, age, sex, address, and phone number.
- Family names, addresses and phone numbers
- Nature of suspected abuse with documented information you have and indicators of abuse.
- Present whereabouts of the child in question.
- Information about other children in the family, including their names, ages, and addresses.
- Your opinion as to the urgency of the situation in terms of the child's safety.
- Whether the child's parents are aware of the report.
- Your name, employment address and phone number, and your duties which led to the concern expressed.
- When and where you can be reached for further discussion if needed.
- Names, addresses, and telephone numbers of other possible witnesses of persons having relevant information such as physician, dentist, teacher, educational assistant, support staff, public health nurse, social worker, child and youth worker, police, probation officer, day care staff, clergy, chaplain, counsellor, recreation worker, neighbour, relative or family member.

2. Written Referral:

See Appendix D for written report form Report of a Suspicion of a Child in Need of Protection.