

## Management of Suspected Child Abuse and Neglect Checklist

<b>REPORTING REQUIREMENT:</b> In Manitoba, it is everyone’s legal obligation to report suspected child abuse/neglect. This also applies if information is obtained through a professional, confidential relationship. The Manitoba’s Child and Family Services Act indicates that all people who work with children, no matter what their professional discipline, must report suspected cases of child abuse. <ul style="list-style-type: none"> <li>➤ A child is anyone under 18 years of age</li> <li>➤ You do not have to prove or be sure that the abuse is occurring</li> <li>➤ The obligation to report also applies to allegations of past abuse</li> <li>➤ All reports will be followed up by Child and Family Services (CFS) Agency. Once a report is received by CFS, a CFS agency and/or the police will then assume responsibility of assessing and/or investigating the situation.</li> </ul> <b>ADDITIONAL EDUCATION:</b> Education on suspected child abuse/neglect is provided during orientation and offered on an annual basis.	<b>RESPONSIBILITY</b>	
	Staff	Direct Supervisor/ Manager
<b>INTAKE</b>		
<input type="checkbox"/> A staff member who suspects child abuse or neglect is to ensure that the child's well-being is not in immediate danger, and has taken steps to ensure the child's safety first. If the child is in immediate danger call 911 or your local police station.	<input checked="" type="radio"/>	
<input type="checkbox"/> Staff are encouraged to initially connect with their immediate supervisor for support and potential reporting processes.	<input checked="" type="radio"/>	
<input type="checkbox"/> Call the designated number identified in the <a href="#">CFS Area Map</a> to report suspected child abuse/neglect. If reporting after-hours call 1-866-345-9241	<input checked="" type="radio"/>	
<input type="checkbox"/> Notify If deemed appropriate the parent or guardian of the child. If the alleged offender is a family member, has a significant relationship with the child's parent(s) or guardian(s), or if the identity of the offender is unknown, there should not be any contact with the parent(s) or guardian(s) by the service provider about the situation. <i>Note: CFS agency workers and law enforcement personnel are trained and primarily responsible for contacting and discussing these concerns with parents.</i>	<input checked="" type="radio"/>	
<b>INTERNAL FOLLOW-UP</b>		
<input type="checkbox"/> Complete an occurrence report and notify their immediate direct Supervisor/ Manager. Refer to Policy CLI.4110.PL.012-Freedom from Abuse or Neglect of Patients and Residents in a Health Care Facility for additional information.	<input checked="" type="radio"/>	
<input type="checkbox"/> The direct Supervisor/Manager is responsible to follow up and confirm that the employee has reported the suspicion of child abuse/neglect to Child & Family Services. The direct Supervisor/Manager reviews/updates the occurrence report for documentation and all actions taken, and assists with implementing mitigation strategies/safeguards to protect the child from future harm.		<input checked="" type="radio"/>
<input type="checkbox"/> Assess the need for and offer additional support services for staff (e.g. debriefing, Employee Assistance Program (EAP), etc.) due to the sensitivity/nature of the situation.		<input checked="" type="radio"/>