

APPENDIX C - Student Protection Reporting Form

To be completed by person who first receives disclosure or suspects harm /maltreatment.

Durham Children's Aid Society: 905-433-1551				
School:				
Your Name:				
Position:				
Relationship to Child:				
Please have the following information available when making phone call:				
CHILD INFORMATION				
Name:			Date of Birth: (yyyy-mm-dd)	
DDSB #:			Grade:	
Home Address:			Phone:	
Lives with: mother / father / both / other:				
PARENT / GUARDIAN INFORMATION				
Parent 1:			Parent 2:	
Custodial Parent: Yes No			Custodial Parent: Yes No	
SIBLINGS / OTHER CHILDREN IN THE HOME (contact admin. to get information)				
Name:		Age:	School:	
Name:		Age:	School:	
Name:		Age:	School:	
INFORMATION RELATED TO DISCLOSURE OR SUSPICION				
Date of suspicion/disclosure/allegation (yyyy-mm-dd):				
Time of suspicion/disclosure/allegation (indicate AM or PM): <i>(use 24-hour clock if electronic filling)</i>				
Nature of Disclosure:				
Sexual	Emotional	Physical	Maltreatment	Failure to seek medical treatment
Alleged Maltreater:				

Is this individual a Board employee: Yes No (If yes follow procedure, page 23).	
Description / facts surrounding the disclosure (please describe fully, using the child's words where applicable, the incident, situation, statements, behavioural and/or physical indicators of harm and/or maltreatment, including dates and times):	
Describe the physical condition of the child, if applicable (including any injuries, bruises, burns, welts, and/or signs of illness):	
Document the following information during phone call to CAS.	
Date of report to CAS:	
Time of report to CAS (indicate am or pm): (use 24-hour clock if electronic filling)	
Name of CAS worker:	
Additional information and/or special instructions given by CAS worker:	
Date and time when Principal (or designate) was notified.	
Reporting Person:	Principal/Designate:
Signature:	Signature:
Date:	Date:

Form to be completed when report is made. NOT to be retained in student's OSR. Follow your school board's procedures for retention and forwarding of form.