

Procedure for reporting suspected cases of abuse or neglect

<p>Step One</p>	<p>When a child reports abuse or there is reasonable cause to believe that abuse is occurring, the teacher will seek advice from the Designated Person for Child Protection (DPCP) within 24 hours. The DPCP will take initial steps to gather information regarding the reported incident and will work with a school-based Child Safeguarding Committee as needed to address the report. The Child Safeguarding Committee may include the principal, divisional heads, and other individuals as the principal sees fit. In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually and that strict confidentiality is maintained. The following procedure will be used:</p> <ol style="list-style-type: none"> 1) Interview staff members as necessary and document information relative to the case. 2) Consult with school personnel to review the child's history in school. 3) Report status of case to superintendent. 4) Determine the course of follow-up-actions.
<p>Step Two</p>	<p>Based on acquired information beyond reasonable doubt, a plan of action will be developed to assist the child and family. Actions that may take place are:</p> <ul style="list-style-type: none"> - Discussions between the child and DPCP (and a 3rd individual) in order to gain more information. Depending upon the age of the child, these discussions may include drawing pictures and playing with dolls to elicit more information as to what may have occurred. - In-class observations of the child by the teacher, principal, or other. - Meetings with the family to present the School's concerns. - Referral of the student and family to external professional counseling. - Notification of the management of the sponsoring employer of the concern with the child/family, or to the welfare office at the home-of-record. - Consultation with the consulate of the country of the involved family. - Consultation with the school or another attorney. Informal consultation with local authorities.
<p>Step Three</p>	<p>Subsequent to a reported and/or substantiated case of child abuse or neglect:</p> <ul style="list-style-type: none"> - The DPCP will maintain contact with the child and family to provide support and guidance as appropriate. - The DPCP will provide the child's teachers and the parents with ongoing support. - The DPCP will provide resource materials and strategies for teacher use.

	<ul style="list-style-type: none"> - The DPCP will maintain contact with outside therapists to update the progress of the child in school. - All documentation of the investigation will be kept in the child's school confidential records file. - Records sent to schools to which their student may transfer will be flagged to let the receiving school know there is a confidential file for the child. UIA will make every attempt to share this information to protect the child
<p>Additional Information</p>	<p>Most cases of suspected abuse or neglect will be handled by Child Safeguarding Committee, such as those involving:</p> <ul style="list-style-type: none"> - Student relationships with peers - Parenting skills related to disciplining children at home - Student-parent relationships - Mental health issues such as depression, low self-esteem, grieving. <p>Some cases will be referred to outside resources, for example:</p> <ul style="list-style-type: none"> - Mental health issues such as depression, psychosis, dissociation, suicide ideation. <p>Cases reported for investigation and outside resources:</p> <ul style="list-style-type: none"> - Severe and ongoing physical abuse or neglect - Sexual abuse and incest. <p>In extreme cases when families do not stop the abuse or concerns remain about the safety of the child, reports could be made to:</p> <ul style="list-style-type: none"> - The consulate - The employer - The home-of-record welfare office. - Local Law Enforcement