



Glenmore Christian Academy

Abuse Disclosure Policy

Policy #GCA-SCH-001 Policy Owner: Head of School

Date created: January 2019 Date updated: June 2022

As a ministry of First Alliance Church, Glenmore Christian Academy (GCA) safeguards a safe, protected and positive climate. We strive to create a climate that is conducive to allow everyone to be free of negative influences and pressures, and ***when issues arise, there is a sense that there is a place of refuge to turn to.*** At GCA, we are committed to providing a safe environment for any child in need of protection. GCA has zero tolerance for abuse or neglect.

GCA is intentional about providing protection and reducing the risk of abuse within our buildings and programs.

Should a child disclose concerns of abuse (see Appendix A for possible indicators of abuse) or should you notice signs of abuse, remember:

- All allegations or suspicions must be taken seriously
- If a child is making an allegation, do not question to get more information (don't ask leading questions as it may impede the Calgary Child and Family Services investigation)
- Immediately report the conversation to GCA Administration; do not speak to anyone else about this allegation or incident
- Do not promise a child that you will keep information provided a secret
- Do not make any assumptions or draw conclusions about the situation; things may not be as they seem, so be careful not to cast blame without facts

If you have reasonable and probable grounds to believe that a child at GCA is in need of protection, please follow the procedure below:

1. Inform GCA Administration

- If a disclosure is made by a student
- If you suspect a child is in need of protection according to indicators (see list of Abuse and Neglect Indicators)
- If a third party reports a child in need of protection. **NOTE:** if the third party is another student, GCA Administration will contact the Parent/Guardian of this third party to let them know their child reported a child in need of protection

2. The individual reporting the child in need of protection must document details in writing of allegation or suspicion (using the child's own words)

- Use "A Child in Need of Protection Report" (see Appendix B) form to record details
- Report should include observed facts such as the child's behaviour, actions, comments, persons present at the time of incident and physical marks, if applicable
- The child's parents/guardians should NOT be contacted



Glenmore Christian Academy

Abuse Disclosure Policy

Policy #GCA-SCH-001 Policy Owner: Head of School

Date created: January 2019 Date updated: June 2022

3. **GCA Staff will report abuse or suspected abuse to Calgary Child and Family Services 403-297-2995 within 24 hours**

- Any person who has reasonable and probable grounds to believe that a child is in need of intervention due to abuse or neglect has a legal duty under the Child, Youth and Family Enhancement Act to promptly report the matter to Calgary Child and Family Services
- It is not up to an individual to determine if the disclosure or indicators of abuse are sufficient evidence for an investigation. That decision is made by Calgary Child and Family Services workers
- When making the report to CFS, ask for and record the intake worker's name and the file number for your call (include this information on the report)
- GCA Administration should be informed of the plan for the safety of the child, if required, by the caseworker prior to end of the phone call/reporting

4. **Confidentiality**

- All staff and volunteers are expected to respect the child and family's right to privacy throughout the reporting procedures
- All notes, reports or written observations regarding alleged abuse or neglect are to be kept separate from the student's school record
- Any record made regarding alleged or reported abuse should be kept secure and disclosed only to police or a caseworker during the investigation process

5. **Child, Youth and Family Enhancement or CFS interviewing on School Property**

- A caseworker or police officer may, during the course of an investigation, request permission from GCA Administration to interview a student on school premises who is suspected of being witness to or victim of abuse; school personnel are expected to cooperate with the request
- Unless insisted upon by the child and agreed to by the caseworker, school personnel should not participate in the interview
- GCA Administration will not notify the parents/guardians of the interview as this responsibility lies with the caseworker
- GCA Administration should be informed of the plan for the child by the caseworker prior to their leaving the school

Glenmore Christian Academy has a spiritual, moral and legal obligation to provide a safe environment for our students, staff, volunteers and guests in our building.

Anyone (staff, volunteers, specialists, other professionals, etc.) who works with students at GCA is subject to supervision by GCA staff. In order to ensure safety and protection for all, GCA reserves the right to dismiss (i.e. remove from the building) anyone who fails to follow GCA policies and guidelines.



Appropriate Touch Guidelines

Displays of Affection

- Touch is an important part of who we are
- We do not want to eliminate touch from our relationships with children entrusted to our care
- **All touch should be in full view of others**

Appropriate Displays of Affection

- Bend down to the child's level
- Taking the child's hand and lead to an activity
- Putting an arm around the shoulder of a child
- Taking both hands of a child as you are speaking
- Patting a child on the head
- Giving a "high-fives"

Inappropriate Displays of Affection

- Unless the child is part of your immediate family, do not show physical displays of affection (i.e. kissing)
- Touching areas that would be covered by a bathing suit
- Carrying a child (exceptions may apply)
- Having a child sit on your lap
- Any unnecessary, prolonged physical contact

We pray that God will protect the children in our care, as well as all of the staff and volunteers that generously give their time at Glenmore Christian Academy.

"Let all who take refuge in You be glad; let them ever sing for joy. Spread Your protection over them; let those who love Your name rejoice in You. For surely, O Lord, You bless the righteous; You surround them with Your favour as with a shield."

Psalms 5:11 & 12



APPENDIX A

Indicators of Child Abuse, Child Assault or Neglect

Child Abuse refers to the violence, mistreatment or neglect that a child or adolescent may experience while in the care of someone they either trust or depend on, such as a parent, sibling, other relative, caregiver or guardian. Abuse may take place anywhere and may occur, for example, within the child's home or that of someone known to the child. These indicators should be used as a guide, together with other diagnostic skills, to determine the presence or absence of abuse or neglect.

Physical Abuse/Assault involves deliberately using force against a child in such a way that the child is either injured or is at risk of being injured.

Indicators:

- Tells others about physical violence toward children
- Has an injury or marks that are unexplained or inadequately explained, including bruises, welts, burns or fractures, especially on lips, gums, mouth, eyes, back, buttocks or back of legs
- Seems anxious or apprehensive of physical contact
- Is distressed at having to explain an injury
- Is frequently absent with signs of a healing injury upon returning
- Wears clothing to cover injuries
- Behaves in either a very demanding, aggressive, disruptive manner or is very withdrawn or compliant
- Does not turn to parent for support or comfort
- Is afraid to go home
- Silently or fearfully watches adults

Sexual Abuse/Assault and exploitation involves using a child for sexual purposes.

Indicators:

- Discloses sexual assault or makes comments suggestive of sexual assault
- Displays a knowledge of sex and sexual acts beyond what is typically expected for the child's developmental age
- Displays sexual behaviour (excessive masturbation, sexual play, exposing self, exposing others)
- Displays behaviours suggestive of fear or trauma (daytime wetting, night terrors, clingy or regressive behaviour)
- Resists undressing, being undressed or fear of having a diaper changed
- Experiences sudden changes in mood and behaviour
- Frequently complains about abdominal pain or genital discomfort, evidence of genital discharge, pain, swelling, itching, laceration or bleeding
- Excessive rebellious or aggressive behaviour
- Unusually compliant, withdrawn, depressed

APPENDIX A continued



Emotional Abuse involves harming a child's sense of self. It includes acts that result in, or place a child at risk of, serious behavioural, cognitive, emotional or mental health problems.

Indicators:

- Exhibits poor growth (may be non-organic failure to thrive where there is no physical reason for lack of growth)
- Has a poor self-image, inhibited in play
- Shows age-inappropriate behaviour (acts older or younger than his/her age)
- Has unusually poor social relationships with peers or adults
- Appears overly compliant, passive, undemanding, shy or has episodes of very angry, aggressive behaviour
- Has apparent cognitive or emotional developmental lag

Neglect is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development and well-being.

Indicators:

- Exhibits poor growth (non-organic failure to thrive)
- Shows lack of response or eye contact; infants may be dull and inactive
- Is consistently hungry, dirty and/or dressed in clothes that are wrong for the weather
- Has untreated physical problems or injuries or lacks routine dental or medical care
- Appears consistently tired or listless
- Seems to demand greater than normal amount of physical contact and attention or shows more than normal need for affection



Glenmore Christian Academy

Abuse Disclosure Policy

Policy #GCA-SCH-001 Policy Owner: Head of School

Date created: January 2019 Date updated: June 2022

Glenmore Christian Academy (GCA), is a ministry of First Alliance Church of the Christian and Missionary Alliance. We share a foundational belief that all people are loved by God and are individually unique. GCA has a mission, in partnership with parents and families, to help students strive for their God-given potential in all aspects of their person: spiritual, academic, physical, social, emotional and moral. In accordance with our Statement of Faith, we believe in the infallible Holy Bible, which establishes the only rule of Christian faith and practice. We believe in personal salvation through faith in Jesus Christ's crucifixion and resurrection. We believe that Jesus calls us to care for each other, and to continue His good work as disciples who love one another. We show our love by our actions, evidenced daily throughout our school. We serve the Calgary community, and provide humanitarian support for the impoverished, oppressed, and marginalized around the world.



Glenmore Christian Academy

Abuse Disclosure Policy

Policy #GCA-SCH-001 Policy Owner: Head of School

Date created: January 2019 Date updated: June 2022

APPENDIX B

A Child in Need of Protection Report

Confidential Notes

The Child and Family Services Act (1999) provides a legal framework for ensuring that a child can be protected from conditions that could endanger their life, health, or emotional well-being due to the act or omission of a person. Depending on circumstances as outlined, reports of allegations or suspicions are to be made to a Child and Family Service Agency. Glenmore Christian Academy requires you to contact the GCA Administrator with report and follow Abuse Disclosure Policy.

Full name of reporter: _____

Position/Volunteer in school: _____

Date of Allegation Disclosure or Suspicion: _____ Time: _____

Full name of child: _____ Age: _____ Birth Date: _____

Actions taken (must complete the following):

- Report made to GCA Administration
- Report by GCA Staff made to Calgary Child and Family Services Agency within 24 hours

Details of Report:

.....
Signature of Reporter

.....
Signature of GCA Administrator

Please add additional pages, if required.

<u>CFS Phone Call Details:</u>
Intake Worker's Name: _____
File/Case #:
Date/Time of Call: