



Appendix A

PRINCIPAL'S CHECKLIST

Date: _____

Re incident involving: _____

In the case of an allegation occurring outside of school

- ☐ (Under 16 or already under a child protection order who is 16 or 17 years of age) Ensure the staff member / individual has called the appropriate Children's Aid Society
- ☐ (16 or over and not under a child protection order) With the permission of the student, where appropriate, ensure the staff member has contacted the Police
 - ☐ If requested, provide a support person for the victim during interviews.
- ☐ Within 24 hours, complete Appendix B - *Report of Child(ren) in Need of Protection*
- ☐ Notify the Superintendent of Education

In the case of an allegation – student on another student (for cases involving sexual assault)

- ☐ Ensure the children are separated while awaiting arrival of the agency team and/or Police
- ☐ (Under 16) Ensure the staff member has reported the allegation to the appropriate Children's Aid Society
- ☐ (16 or over) With the permission of the student, ensure the staff member has contacted the Police
 - ☐ If requested, provide a support person for the victim during interviews
 - ☐ If under 18, immediately inform the parents of the alleged victim
- ☐ Within 24 hours, complete Appendix B – *Report of Child(ren) in Need of Protection*
- ☐ Notify the Superintendent of Education

In the case of an allegation involving employees:

- ☐ Ensure the immediate safety of the child and other students.
- ☐ Notify the Superintendent of Human Resources and consult with them to determine next steps.
- ☐ At no time does the principal or designate/fellow employee discuss the allegation about the staff member until specific instructions are received from the Superintendent of Human Resources, the investigating police or agency
- ☐ Record information received, date and sign your notes, cooperate in any investigation that is initiated.
- ☐ (Under 16) Notify the parent/guardian of the allegation of abuse but do not identify the employee accused.
- ☐ (16 or over) With student's permission, contact the parent/guardian but do not identify the employee accused.
- ☐ If requested, provide a support person for the victim during interviews.
- ☐ Complete Appendix B - *Report of Child(ren) in Need of Protection*.