



REPORT OF SUSPECTED CHILD ABUSE FORM  
CONFIDENTIAL

School Name: \_\_\_\_\_  
(PLEASE PRINT AND PROVIDE DETAILS)

1. Person Making the Verbal Report

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

School and Address: \_\_\_\_\_  
\_\_\_\_\_

2. Record of the Verbal Report

Date and time of verbal report: \_\_\_\_\_

Name of person to whom you reported: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

3. Student Information

Name: \_\_\_\_\_

Date of Birth: (d/m/y): \_\_\_\_\_

Home address where student currently lives: \_\_\_\_\_  
\_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Grade: \_\_\_\_\_

Classroom or homeroom teacher: \_\_\_\_\_

Name and address of person(s) who has legal custody of the student at the time of this report:  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Special Needs, if any, including any barriers to communication: \_\_\_\_\_  
\_\_\_\_\_

Sibling names, ages and schools, if known: \_\_\_\_\_  
\_\_\_\_\_

**Attach all of the student's writing, drawing or artwork that supports this report. Sign and date them.**

**4. Information from the student's disclosure or your reasons to believe the student has been or is likely to be abused (conversations, events, observations or circumstances):**

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**Attach notes or documents that support this report. Sign and date them.**

**5. Document any information the Child Protection Social Worker shared with you.**

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**6. Your signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

- ◆ Secure the original copy of the report for yourself (including supporting notes and documents) in a secure and confidential place. (Sealed envelope, signed on seal.)
- ◆ Mail a copy of the report including supporting notes and documents to the Director of Children & Families Services if asked.
- ◆ On the last day of school of the current school year, hand deliver report to School Board Office, 634 – 6<sup>th</sup> Avenue East, Prince Rupert, B.C. V8J 1X1

**NOTE: Record only facts and observations.**