




Canadian Red Cross Society Child Safeguarding Reporting

Procedure Name	Child Safeguarding Reporting	Number	3.10
Section Title	Health and Safety	Section #	3
Main Policy	Policy 3.10 - Child Safeguarding	References	Policy 2.1 – Code of Conduct Policy 2.3 – Integrity Protection Policy 2.5 – Confidentiality Policy 5.5 – Screening
Replaces	Annex A – Reporting Disclosures of Child Abuse		
Approval Authority	Ann Clancy, Chief People Officer	Responsible Executive	Ann Clancy, Chief People Officer
Approval Signature		Effective Date	October 5, 2023
Date	October 5, 2023	Revision Date(s)	October 2023
Contact	People Services		

Overview

All CRCS Personnel must report any observation, suspicion, and/or disclosure of violence against a child or if the wellbeing of a child is at risk.

This Procedure outlines the reporting process for personnel to report disclosures and concerns relating to child safeguarding.

Reason for Procedure

This purpose of this Procedure is to provide direction on the reporting requirements of [Policy 3.10 - Child Safeguarding](#).

Application and Scope

This Procedure applies to all CRCS Personnel.

Definitions

Child – refers to a person under the age of 18 years or older as defined in provincial and territorial laws.¹

Child abuse – refers to a deliberate act with actual or potential negative impacts upon the child’s safety, wellbeing, dignity, and development. It is an intentional act which takes place in the context of a relationship of responsibility, trust, or power,²

¹ OHCHR. [Convention on the Rights of the Child](#); and IFRC. (2021). [IFRC Child Safeguarding Policy | IFRC](#)

² Alliance for Child Protection in Humanitarian Action and Proteknon. (2018). *Discussion Paper on the Review of Existing Definitions and Explanations of Abuse, Neglect, Exploitation, and Violence against Children*. <https://www.alliancecpha.org/en/child-protection-online-library/discussion-paper-review-existing-definitions-and-explanations-abuse>



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and includes:

1. Emotional or Psychological Abuse
2. Physical Abuse
3. Sexual Abuse

Child exploitation – refers to when an individual in a position of power and/or trust takes or attempts to take advantage of a child for their own personal benefit, advantage, gratification, or profit. This personal benefit may take different forms: physical, sexual, financial, material, social, military, or political. Exploitation may involve remuneration in cash or in kind (such as social status, political power, documentation, freedom of movement, or access to opportunities, goods, or services) to the child or to a third person(s).³

This can be divided into three categories:

1. Economic exploitation
2. Harmful or hazardous labour
3. Sexual exploitation

Child neglect – refers to the failure of a caregiver to protect a child from actual or potential harm or to fulfil that child's rights to survival, development, and wellbeing. This may be categorized as neglectful whether the caregiver intends to harm the child or not, however, it is only considered neglect by a caregiver when:

1. The caregiver has the abilities, financial capacities, and knowledge to meet the child's needs.
2. When the caregiver lacks the abilities, financial capacities, and knowledge necessary, and does not take steps to seek the assistance needed to protect or provide for the child.⁴

Child safeguarding – refers to the broad obligation to ensure the design and delivery of programs are in the Best Interests of the child, do not expose children to adverse impacts, including the risk of violence, abuse, exploitation, or neglect and any concerns about children's safety within the communities where they work are appropriately reported and responded to.⁵

Delegated Aboriginal Agency (DAA; also known as Delegated Indigenous Child Protection Agency) – refers to an agency which is delegated to undertake administration of all, or parts of child protection concerns as agreed between the relevant provincial / territorial ministry and the local Indigenous community served by the agency.

Personnel – refers to CRCS employees, volunteers, and international delegates.

Violence against children – encompasses all acts that involve the intentional use of power or verbal or physical force, threatened or actual, against a child or against a group of children that either result in or has a high likelihood of resulting in actual or potential harm to the child or children's health, survival, development, or dignity. Possible forms of harm include injury; death; disability; decreased psychological, psychosocial, or mental health; or maldevelopment.⁶

³ Alliance for Child Protection in Humanitarian Action and Proteknon. (2018). *Discussion Paper on the Review of Existing Definitions and Explanations of Abuse, Neglect, Exploitation, and Violence against Children*. <https://www.alliancecpa.org/en/child-protection-online-library/discussion-paper-review-existing-definitions-and-explanations-abuse>

⁴ Alliance for Child Protection in Humanitarian Action and Proteknon. (2018). *Discussion Paper on the Review of Existing Definitions and Explanations of Abuse, Neglect, Exploitation, and Violence against Children*. <https://www.alliancecpa.org/en/child-protection-online-library/discussion-paper-review-existing-definitions-and-explanations-abuse>

⁵ DFAT. (2017). *Child Protection Policy 2017*. <https://www.dfat.gov.au/about-us/publications/pages/child-protection-policy>

⁶ Alliance for Child Protection in Humanitarian Action. (2019). *Minimum Standards for Child Protection in Humanitarian Action* (2019 edition). <https://alliancecpa.org/en/cpms>



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The Procedure

Reporting Child Safeguarding Concerns:

- Personnel who receive a disclosure or have information about a disclosure of a child experiencing violence, abuse, neglect, or exploitation, or have concern about a child’s immediate safety, including having information or specific concerns about a child’s immediate safety, in Canada or internationally, are to report as soon as possible to the relevant local authorities.
 - As much as possible, personnel should try to ensure there is no risk in reporting and that by reporting the child will not be put at greater risk.
- To report, personnel ***must*** complete at least the following two (2) steps:
 1. Call the relevant Geographical Reporting Contact (as listed in the table below), or relevant authority in the country if outside of Canada.
 - This may include reporting to a local Indigenous community’s DAA if the report may involve an Indigenous child.

Geography	Age of “Child”	Phone Number
Alberta	Under 18	1-800-387-KIDS (5437)
British Columbia	Under 19	1-800-663-9122
Manitoba	Under 18	1-866-345-9241
New Brunswick	Under 19	1-800-992-2873 (After hours: 1-800-442-9799)
Newfoundland and Labrador	Under 16	1-833-552-2368 (After hours: 1-709-729-4775)
Nova Scotia	Under 19	1-877-424-1177 (After hours: 1-866-922-2434)
Northwest Territories	Under 16	1-867-873-7276 (After hours: 1-867-445-1092)
Nunavut	Under 16	In Iqaluit, call 1-867-975-7250 Or your local Community Social Services Office https://gov.nu.ca/sites/default/files/Social-Services-Offices.pdf
Ontario	Under 18	Call the local Children’s Aid Society . http://www.oacas.org/childwelfare/locate.htm
Prince Edward Island	Under 18	1-877-341-3101 (After-hours: 1-800-341-6868)
Quebec	Under 18	1-877-644-4545 For services in English in Montreal, call 514-935-6196 For services in French in Montreal, call 514-896-3100
Saskatchewan	Under 16	Please contact your closet location: <ul style="list-style-type: none"> • Prince Albert (North) 1-866-719-6164 • Saskatoon (Centre) 1-800-274-8297 • Regina (South) 1-844-787-3760
Yukon	Under 19	1-867-667-3002 (After-hours: 1-800-661-0408 ext. 3002)

2. Submit a CRCS [Incident Report](#), or if you do not have access then you must report directly to your supervisor or next-level supervisor as appropriate.



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- Please note, if personnel have concerns and want to report confidentially, in lieu of the steps above, they may directly contact www.ClearviewConnects.ca.
- Personnel who are working through a Movement partner such as the International Federation of Red Cross and Red Crescent Societies (IFRC) or the International Committee of the Red Cross (ICRC), are to use the Integrity Line: [Report a Concern](#).
- When reporting, personnel must:
 - Share all relevant information when making a report.
 - Example: what happened, who was involved, where, when, and how they were notified.
 - Not investigate or seek further information themselves.
 - Respect the Principle of Confidentiality by only sharing information with those who need to be notified.

Responsibilities

- Personnel are responsible for following the reporting process and requirements outlined in the Procedure.
- Supervisors are responsible to support their team's in understanding the requirements of the Child Safeguarding Policy, and the associated procedures, and to facilitate reporting, as appropriate.
- Legal Services is responsible for advising on the Procedure.

Questions regarding the Application of this Procedure and Exceptions

For questions regarding Procedure application, please contact your supervisor, People Services Representative, and/or Volunteer Experience and Engagement Representative.

Personnel who are uncertain about what action to take or have questions about their reporting responsibilities or options available to them, can contact their supervisor, their People Services Representative, Volunteer Experience and Engagement Representative, or Risk/Legal Services representative.

For escalating concerns, please contact www.ClearviewConnects.ca, or if working outside of Canada, the IFRC/ICRC Integrity Line: [Report a Concern](#) | IFRC.