

Category: Legal  
 Policy Number: 5-5  
 POLICY Name: Duty to Report a Child in Need of Protection  
 Revision: 2.0

**Purpose:**

WPL affirms the duty of staff to report a child in need of protection as per the Child and Family Services Act, RSO 1990, C11, Section 72 (hereafter called the Act).

**Policy:**

Staff who have information that leads them to believe that a child has suffered or is likely to suffer physical, sexual or emotional harm from the person having charge of the child, must report this information to Family and Children’s Services of Waterloo Region.

Harm includes neglect and failure to care for, provide for or supervise the child.

A Library employee working with children who fails to report such information is guilty of an offence under the Act, Section 72, Subsection (4), (6.2).

Library staff who have information that they believe requires that Family and Children’s Services of Waterloo Region be contacted, should immediately contact the CEO, or in her absence, the senior staff in charge. In consultation with the staff member the Library will make the contact. If the Library decides not to proceed with the contact, there is nothing to prohibit the staff member from proceeding on his/her own.

**Privacy and the Duty to Report:**

Under the Act, Section 72, Subsection (7) the duty to report overrides the provisions for privacy that would normally apply under the Municipal Freedom of Information and Protection of Privacy Act.

| Revision Level | Revision Date | Change             |
|----------------|---------------|--------------------|
| 1.0            | June 26, 2003 | Initial Release    |
| 2.0            | July 27, 2015 | Reviewed & Updated |