

Section VI: Reporting to FCS/Police

Has this complaint been reported to:

Child Protection Services? No Yes

Date reported (Yr./Mo./Day) _____ Time: _____

Name of person who reported _____

Name of FCS official who received the report _____

Police or RCMP? No Yes

Date reported (Yr./Mo./Day) _____ Time: _____

Name of person who reported _____

Name of police official who received the report _____

Section VII: Communication Summary

Who was the first person in the school system to receive the complaint (or witness the situation) and when?

Position: _____ Name: _____ Date: _____
(Yr./Mo./Day)

Who completed Part A of the Complaint Summary?

Position: _____ Name: _____ Date: see Part A
(Yr./Mo./Day)

To whom was the Complaint Summary forwarded?

Position: _____ Name: _____ Date: _____
(Yr./Mo./Day)

When was a copy of this complaint summary sent to the superintendent's office? Date: _____
(Yr./Mo./Day)

Section VIII: Immediate Action Taken

Have the parents of the victim been notified? No Yes

If not, why: _____

Have measures been taken to minimize the contact between the victim and respondent?

No Yes

Describe arrangement: _____

Is there any other information you can provide concerning this incident?

Please specify: _____

Has the respondent been notified of the complaint? No Yes Date: _____

In accordance with Policy 701, the original Complaint Summary and any relevant documentation is to be forwarded to the superintendent's office after notification of the final outcome of the complaint is received from the superintendent's office.

PART B