



## PROCEDURE A-1

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### SUBJECT: ABUSE REPORTING

Legal Reference: Child Protection Standards in Ontario (February 2007)

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#### Reporting:

1. An initiating incident occurs when a School Bus Company Employee has a reasonable suspicion  
“that a child may be in need of protection”.
2. Where a School Bus Company Employee has reasonable grounds to suspect that a child is, or may be in need of protection it is the responsibility of the School Bus Company Employee to report it immediately in the presence of their supervisor to CAS.
3. The School Bus Company’s supervisor will document the following information:
  - a) Name of School the child attends
  - b) Date
  - c) Name of child
  - d) Any statements made by the child to the Employee of the School Bus Company
  - e) Form signed by the supervisor and the Employee of the School Bus Company, submitted to CAS.
4. Also report to:
  - a) The School Principal (has responsibility of the child while on the bus).
  - b) HPSTS General Manager