

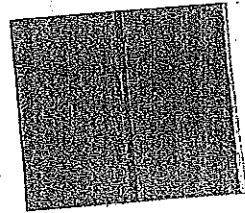
unifile

FLAT SPIRAL SPRING
ACTION FILE

DEPARTMENTAL RECORDS SYSTEM



00311320



ADMINISTRATION -
MEMOS

~~CONFIDENTIAL~~
GENERAL CORRESPONDENCE
COPIES

R. Y. W.

~~78-88~~
1978-1988
SLW4DC

QCPCI 3 E

Date: 1-2-2013

Exhibit number: 304

CONTENTS

NAME ADDRESS DATE

DEPARTMENT OF CHILDREN'S SERVICES

INTER-OFFICE MEMO

TO: Regional Director, (Northern)
Regional Director, (Southern)
A/Regional Director, (Metropolitan)

Date: 15th August, 1986

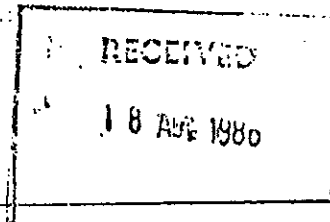
Our Ref:

Your Ref:

Refer to:

Section:

COPIES TO: Manager, Management Services Branch



*INC
Enough Staff rather Staff in yard,
Lack of h.*

Subject: Incidents of Serious Assault Between Children in Departmental Institutions - Guidelines to Managers.

(H8)

Will you please ensure that the following interim guidelines are issued and implemented within Institutions under your control.

1. Incidents or allegations of serious assault, physical or sexual, by one or more children of another child must be regarded as matters of the utmost concern, requiring immediate action;
2. The staff member observing the incident or to whom the incident is first reported, should take the following action, in this order -
 - (a) deal with any necessary immediate matters to secure the safety of children and maintain security, to diffuse the situation and obtain treatment for an injured child;
 - (b) report the incident verbally to the staff member's on-duty supervisor;
 - (c) write a report of the incident in the format required in the particular institution;
3. The on-duty supervisor to whom the matter is reported should immediately report the matter verbally to the on-duty person in charge of the institution;
4. Where the incident occurs or is reported out of normal working hours and the on-duty person in charge is not the Manager/Deputy Manager, the on-duty person in charge should telephone the on-call Manager/Deputy Manager;
5. The Manager/Deputy Manager then makes a decision for immediate further action including consideration of whether the matter should be referred for Police investigation. (Taking into account the immediate needs/comfort of the apparent victim child, the time of the day/evening and balancing this with issues of recency of complaint and preservation of evidence.);
6. The Manager/Deputy Manager provides a report of the incident to the Regional Director.

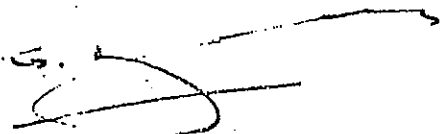
.../2

INTER-OFFICE MEMO

Page No. 2

Institution Managers should ensure that all staff are made aware of the steps in these guidelines relevant to them.

I am asking as well, that this and related areas be listed for further consideration of the development of draft guidelines by Institution Managers at the next meeting of Institution Managers, the draft guidelines to be submitted to me following such meeting. I enclose a list of some of the issues relevant to such consideration which were identified recently by the Regional Director (Metropolitan) for you to pass on to Managers.



Director