



Abuse Prevention, Identification & Reporting

2021 Policy Bulletin

This Policy Bulletin document summarizes Sunbeam Community & Developmental Services (SCDS) current policies regarding prevention, identification and reporting of abuse and neglect. As per ONT REG. 299/10, these Policies are reviewed by Board Members at their Orientation and annually thereafter; with all staff and volunteers during their initial orientation and annually thereafter; with all new clients and their Advocates prior to admission; and with all clients and their Advocates at each Person Centred Planning (PCP) review. Augmentative language tools are utilized to help support communication with clients, as needed.

In addition, the content of this Policy Bulletin is reviewed annually by the Board members and is incorporated in the Board By-Laws & Policy Manual. Policies and Policy Bulletins are available on staff portals for review at anytime. Policy Bulletins and relevant policies are posted on the SCDS websites: www.sunbeamcommunity.ca (under News / Policy Bulletins) where individuals and families can access them at anytime. In addition, client rights are reviewed with individuals and their Advocates or Guardians at each Person-Centred Planning meeting.

Abuse Definitions:

Abuse comes in many forms including physical, sexual, emotional, verbal and financial. Threats, insults, intimidation, humiliation, gesturing, individual actions/behaviours towards another individual and misappropriation or misuse of an individual's property can all be deemed actions of abuse. Neglect or the withholding of essential needs is also considered abuse. Abuse in any form is taken seriously by SCDS as our priority it to protect all individuals connected to our services and supports. **Policy CL-or-045: Abuse – Definitions** provides detailed information about what constitutes each type of abuse.

Prevention:

Prevention of abuse and neglect is the responsibility of all employees; all of whom should be vigilant in identifying environmental or human interaction situations that could potentially lead to abuse and be prepared to intervene to prevent abuse from occurring.

Responsibility to Report

If is everybody's responsibility to report abuse when there is a real or perceived belief that an act of abuse or neglect, in any form, has taken place. **For Children:** The Child, Youth & Family Services Act s.71 clearly outlines these responsibilities and SCDS has a Memorandum of Understanding with Family and Children's Services, Waterloo Region related to how abuse will be identified and reported. **For Adults:** When abuse or potential abusive situation has been identified which may constitute a criminal offence (per O. Reg. 299/10 s. 8(4) Waterloo Regional Police shall be contacted. For additional details regarding the Responsibility to Report, please see **Policy CL-or-046: Abuse: Responsibility to Report**