



Abuse Prevention, Identification & Reporting

2024 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 as follows, by Board Members at their Orientation and annually thereafter; with all staff, students and volunteers during their initial orientation and annually thereafter; with all new clients and individuals connecting to services and their Parents, Guardians or Advocates prior to admission; 30 day's after an admission and with all individuals supported and their Parents, Guardians or Advocates at each Person Centred Planning (PCP) review in alignment with Ministry of Children, Community and Social Services (MCCSS) timeframe requirements. 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 the online staff policy database for review at anytime. Policy Bulletins and relevant policies are posted on the SCDS website: www.sunbeamcommunity.ca (under News / Policy Bulletins) where individuals supported, and others can access them at anytime. In addition, Client Rights are reviewed with individuals supported and their Parents, Guardians or Advocates at each PCP 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 it is our priority 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:

It 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 a potentially 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***