



**MINISTRY FOR CHILDREN AND FAMILY DEVELOPMENT
CONTACT GUIDELINES**

The goal of the Ministry for Children and Family Development is to provide support to children or families in crisis, not to apprehend children

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96046_01#section14

Remember: To protect confidentiality, we do not discuss who made the call. If asked by our colleagues or others please indicate, "We do not discuss that. A report has been made."

DATE: _____

Student's Name: _____ Grade: _____ Div. _____ Birthdate: _____
(d/m/y)

NOTE: When discussing a concern with a social worker, it is the social worker's responsibility to decide upon response. (You can ask social worker for general advice.)

Contact MCFD: Ask for screener/duty person and record name: _____
Phone number 1-800-663-9122

School Hours given to the Intake Worker: Start Time _____ Dismissal Time _____

Inform the Principal or Vice-Principal (record time of conversation) _____

Mother's name: _____ Home Phone: _____ Wk: _____ Cell: _____

Address: _____

Father's name: _____ Home Phone: _____ Wk: _____ Cell: _____

Address (if different from mother): _____

Circumstances of concern: _____

Past history of concern: _____

Any other agencies/services involved; include names and numbers for the Intake Worker.

Date

Principal or Vice-Principal Signature

**This form is NOT to be filed in the Student File.
It is the responsibility of the School Administration to establish a confidential filing system.**