

# Report Fact Sheet

This fact sheet is a tool to help guide you through the process of reporting a child's situation. It will help you gather as much useful information as possible to submit to the DYP when you report.

You are not required to be able to answer all of the questions below to report a child's situation. They are provided for information purposes only.

## What is the child's identifying information?

- What is the child's name? \_\_\_\_\_
- What is the child's date of birth or age? \_\_\_\_\_
- What is the child's address? \_\_\_\_\_
- What is the child's telephone number? \_\_\_\_\_
- What is the name of the child's mother? \_\_\_\_\_
- What is the name of the child's father? \_\_\_\_\_
- Who does the child live with? \_\_\_\_\_
- What school or daycare does the child attend? \_\_\_\_\_
- Are there other children concerned by this situation? \_\_\_\_\_
- If so, what are their first and last names and dates of birth or age? \_\_\_\_\_

## What are the facts that have raised concerns?

- Statements or secrets confided by the child \_\_\_\_\_
- Actions or attitudes of the child or parents \_\_\_\_\_
- Injuries or bruises observed on the child \_\_\_\_\_

## What is the nature of these facts?

- Do these facts occur frequently? \_\_\_\_\_
- Are these facts past or current? \_\_\_\_\_
- Have the facts you are reporting been happening for a long time? \_\_\_\_\_
- Do you believe the child is in any danger? \_\_\_\_\_
- Have you witnessed these facts personally? \_\_\_\_\_

### What are the child's vulnerability factors?

- What impact do you believe the events you reported have on the child? \_\_\_\_\_
- Does the child have a physical or mental disability? \_\_\_\_\_
- How has the child reacted to the situation? \_\_\_\_\_
- Does the child have personal characteristics (strengths or weaknesses) you feel the DYP should know about? \_\_\_\_\_

### How able and willing are the parents to address the situation?

- Are the parents aware of the problematic situation? \_\_\_\_\_
- Do the parents have personal characteristics (strengths or weaknesses) or problems you feel the DYP should know about (e.g., alcoholism, drug addiction, compulsive gambling, mental health problems, violent behaviour)? \_\_\_\_\_
- Have the parents tried to seek help to correct the situation?  
\_\_\_\_\_

### Do you know if the child or parents have already received help from community resources?

- Is there someone around the child that can help the child or their parents (extended family, spouse, neighbour, friend, etc.)? \_\_\_\_\_
- Are there resources that have already intervened with the child or their parents (CLSC, daycare, school, community organizations, etc.)? \_\_\_\_\_

### For situations of sexual or physical abuse only

- Do you know who the suspected perpetrator of the abuse is (father, mother, brother, sister, spouse, extended family member, another adult, another minor)? \_\_\_\_\_
- What is the name and age of the suspected perpetrator? \_\_\_\_\_
- Is the child still in contact with this person? \_\_\_\_\_
- Have the police been notified? \_\_\_\_\_

It could be useful to note down the **name of the DYP caseworker** with whom you communicated.

#### You can consult this brochure at the following websites:

Ministère de la Santé et des Services sociaux: [msss.gouv.qc.ca](https://msss.gouv.qc.ca),  
by clicking [Publications](#)

Commission des droits de la personne et des droits de la jeunesse:  
[cdpdj.qc.ca](https://cdpdj.qc.ca)

Reporting a child's  
situation to the DYP  
is already protecting  
a child.