

### SEXUAL MISCONDUCT PROCEDURES, CHECKLIST AND RESPONSE PLAN

### **STUDENT COMPLAINANT 12 YEARS AND OVER**

If the student discloses abuse by a parent or guardian (or if there is suspected abuse) report the situation immediately to the Ministry for Children and Families at 1-800-663-9122.

**Note:** The person disclosing they have experienced sexual misconduct is the complainant and the person whom the allegations are made is the respondent.

Complainants Name:	School:
Date of Birth:	Indigenous:
Grade:	Designation Category:
Age:	Date of Incident:
Gender:	Incident Location:
Parent/Guardian:	Parent/Guardian:
Address:	Address:
Phone #:	Phone #:

### **Procedures:**

Once a report of sexual misconduct is received, The Principal or Supervisor **must** complete this Appendix- *Sexual Misconduct Procedures, Checklist and Response Plan: Students Under 12 years of Age* and submit to the Director in Student Support Services.

1. Complete other processes, such as Worrisome Behavior / VTRA as advised by the Director of Student Support Services.

The District employee who receives the report will act in the following manner:

- 1. Be there for the complainant in a supportive capacity;
- 2. Provide compassion and understanding. Recognize the complainant may have difficulty remembering details and may be delayed in coming forward with the allegations. This is normal when a traumatic event has occurred;

### Administrative Procedure 194 - Appendix 3



- 3. Listen without judgement;
- 4. Respect the rights of the complainant to choose the services they feel are appropriate, including their decision to make a report to the police. As the complainant is a student the district is obligated to report to police and to MCFD.
- 5. Let the complainant, respondent, third party witnesses know of their rights to and responsibility for confidentiality. Advise them that while their information is confidential, the school district is obligated to share it with certain agencies or persons such as the RCMP, MCFD, and parent/guardians (as appropriate).



## **Administrative Checklist**

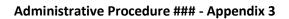
**Immediate Action by Principal or Designate** 

Actions to take	Notes/Phone Numbers	Done
Receive/gather facts and basic information from the Complainant and Respondent.		
Ensure the safety of the Complainant and determine if medical attention is required.	Call 9-1-1 or local police if urgent and /or medical attention is required	
Develop a Response Plan for the Complainant and do not return the Complainant or the Respondent(s) to class until this has occurred.		
Determine if the student has an Indigenous ancestry and inform the District Principal of Indigenous Education		
Contact the Safe School Coordinator who is responsible for responding to critical incidents to determine appropriate protocols.		
Contact the Director of Student Support Services to determine appropriate protocols.		
Contact the parent/guardian of the Complainant		
Contact the parent/guardian of the Respondent		
Follow the local Trilateral Protocol on child abuse and neglect		
Contact the RCMP or local police School Liaison Officer or local police/RCMP detachment		
Contact the Ministry for Children and Families or Delegated Authorized Agency (Contact Local Office, or Centralized Screening) if a parent of guardian is the respondent or for supports for the complainant	MCFD: 1-800-663-9122	



# **Supports and Ongoing/ Follow up Procedure**

Actions to take	Notes/Phone Numbers	Done
Refer the Complainant to a School Based Counsellor		
Refer the Respondent to a School Based Counsellor		
Discuss with Parent/Guardian community services available such as those through CYMH, Sexual Assault Support through qathtet SAFE and victim services (be aware this is not an exhaustive list)		
Provide the Complainant and the Respondent's Parent/Guardian with a link or hard copies of the School District's policies and processes.		
Provide the Parent/Guardian with your contact information and establish meeting times (in person or by telephone) for ongoing communication.		
Provide an overview of any additional internal processes, such as a VTRA for Respondents, to develop intervention plans.		
Provide information on how a process can be appealed within the district.		
Monitor the Complainant's response plan.		
Continue to make contact with the Complainant and their family. Schedule a follow up meeting.		
Continue to make contact with the Respondent and their family.		





# **School & Community Action Plan**

Specifics of the School and Community Plan:

Immediately notify Parent/Guardian(s) of all students involved (Mandatory)	
Liaise with Safe Schools Coordinator if appropriate. Consult with district team if needed	
Notify school staff directly involved with plan implementation	
Alternate pick up/drop off times or locations, recess, lunch times or locations	
Informed consent to share this plan with involved professionals as parent/guardian deems necessary and appropriate	
Assign seating and have student line up in proximity to teacher/EA	
Modify schedule	
Alternate classroom environment	
Plan to continue to increase connectedness at school	
Consult with RCMP	
If appropriate connect student with RCMP	
Date of Plan:	



# Individuals Involved in Developing Response Plan

Principal or Vice Principal Name:
Classroom Teacher Name:
School & Family Consultant Name:
Parent/Guardian Name:
Parent/Guardian Name:
Other/Agency Name:
Other/Agency Name:
Other/Agency Name:
List other staff/positions that may need to participate in the implementation of this response plan:
Response Plan review date/time/location: