



Agenda

POLICY DEVELOPMENT COMMITTEE MEETING

Tuesday, February 5, 2019

6:30 – 8:30 p.m.

CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: David Bernier

Trustees who are unable to attend are asked to please notify
Andrea Bradley, Administrative Assistant
(705) 748-4861 ext. 243 or by email: abradley@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer, Mrs. Helen McCarthy.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
3. Approval of Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the Draft Minutes of the Policy Committee Meeting held on November 20, 2018. Page 3
6. Business Arising from the Minutes.

B. Presentations/Recommended Actions:

1. R.A.: Draft Administrative Procedure – Old #308 / New #1207 Page 9 RA Page 13
Freedom of Information
Mr. Galen Eagle, Communications Manager
2. R.A.: Draft Administrative Procedure – Old #306 / New #1202 Page 14 RA Page 22
Protection of Privacy
Mr. Galen Eagle, Communications Manager
3. R.A.: Draft Administrative Procedure – New #619 Page 23 RA Page 32
Playground Equipment Installation and Maintenance
Mrs. Isabel Grace, Superintendent of Business and Finance

4. New Directional Policy #800 Page 33 RA Page 40
Healthy Schools and Workplaces
 Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services
5. R.A.: Draft Administrative Procedure – New #510 Page 41 RA Page 48
Conflicts of Interest
 Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services
6. R.A.: Draft Administrative Procedure – New #518 Page 49 RA Page 43
Scent Awareness
 Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services
7. Annual review of Administrative Procedures:
#508 – Workplace Harassment Prevention Page 55
#509 – Workplace Violence Prevention Page 61 RA Page 77
#512 – Occupational Health and Safety Page 74
 Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services

C. Information Items:

D. Next Meeting:

1. Date: Monday, March 25, 2019 6:30 – 8:30 p.m.
2. Selection of Member for Opening Prayer.
3. Selection of Member for Closing Prayer.

E. Conclusion:

1. Closing Prayer, Mr. David Bernier.
2. Adjournment.

Draft



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, November 20, 2018 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Calahndra Brake (Senior Student Trustee), Ruth Ciraulo, Michelle Griepsma, Helen McCarthy.

Messrs. David Bernier, Daniel Demers.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Dawn Michie.

Messrs. Darren Kahler, Timothy Moloney, Michael Nasello.

Guests:

Regrets: Mmes. Christine Dunn, Eveline Fisher (Junior Student Trustee).

Recorder: Mrs. Andrea Bradley.

A. Call to Order:

Mrs. Linda Ainsworth called the meeting to order.

1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:30 p.m. and asked Mrs. Helen McCarthy to lead the Opening Prayer.

2. Mrs. Linda Ainsworth, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

3. Approval of the Agenda.

MOTION: Moved by Mr. David Bernier, seconded by Mrs. Ruth Ciraulo, that the Policy Development Committee Agenda be accepted.

Carried

Draft

4. Declarations of Conflicts of Interest.

5. Approval of the Minutes of the Policy Development Committee Meeting held on October 2, 2018.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Daniel Demers, that the Minutes of the Policy Development Committee Meeting held on October 2, 2018, be approved.

Carried.

6. Business Arising from the Minutes.

B. Recommended Actions/Presentations:

1. R.A.: Add New Directional Policy #800

Healthy Schools and Workplaces

Mrs. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the new Draft Directional Policy – ***#800 – Healthy Schools and Workplaces*** to the Policy Development Committee and answered questions. Superintendents highlighted a number of Administrative Procedures that would be better aligned under the new Directional Policy. A list of these Administrative Procedures will be shared at the February 5, 2019 Policy Development Committee Meeting.

MOTION: Moved by Mr. Daniel Demers, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board to approve the creation of a new Directional Policy – ***#800 – Healthy Schools and Workplaces*** to be included in the Framework for Policy Development and the Policy Register. This will include the creation / re-assignment of a number of Administrative Procedures which will flow from the new policy.

Carried.

Draft

2. R.A.: Draft Administrative Procedure – New #517

Fitness for Duty and Substance Use

Mrs. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the new Draft Administrative Procedure – ***#517 – Fitness for Duty and Substance Use*** to the Policy Development Committee and answered questions. Mrs. Carragher is clarifying some wording under “Staff are responsible for:”.

MOTION: Moved by Mr. David Bernier, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that new Administrative Procedure – ***#517 – Fitness for Duty and Substance Use***, be received and posted under New Directional Policy – ***#500 – Employee Relations***.

Carried.

3. R.A.: Draft Administrative Procedure – Old #710 / New #106

Delegations to Board and/or Committee Meetings

Mr. Michael Nasello, Director of Education, presented new Draft Administrative Procedure – ***#106 – Delegations to Board and/or Committee Meetings*** to the Policy Development Committee and answered questions. Mr. Nasello will be changing “one week” to “two weeks” in Action Required #1.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – ***#710 – Delegations to Board and/or Committee Meetings*** be deleted and the revised, newly formatted, Administrative Procedure – ***#106 – Delegations to Board and/or Committee Meetings***, be received and posted as amended under Directional Policy – ***#100 – Governance, Vision, and Strategic Priorities***.

Carried.

Draft

4. R.A.: Draft Administrative Procedure – Old #823 / New #306

Home Schooling

Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, presented new Draft Administrative Procedure – **#306 – Home Schooling**, to the Policy Development Committee and answered questions. Mrs. Duncan and Mr. Nasello will make minor alterations to the wording under heading “Alignment with Multi-Year Strategic Plan”.

MOTION: Moved by Mrs. Helen McCarthy, seconded by Mr. David Bernier, that the Policy Development Committee recommend to the Board that Administrative Procedure – **#823 – Home Schooling**, be deleted and the revised, newly formatted Administrative Procedure – **#306 – Home Schooling** be received and posted as amended under Directional Policy – **#300 – Student Achievement and Well-being**.

Carried.

5. R.A.: Draft Administrative Procedure – Old #806 / New #207

Opening and/or Closing Exercises in Catholic Schools

Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies, presented the new Draft Administrative Procedure – **#207 – Opening and/or Closing Exercises in Catholic Schools** to the Policy Development Committee and answered questions.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#806 – Opening and/or Closing Exercises in Catholic Schools**, be deleted and the revised, newly formatted, Administrative Procedure – **#207 – Opening and/or Closing Exercises** be received and posted as amended under Directional Policy – **#200 – Catholic Education**.

Carried.

Draft

6. R.A.: Draft Administrative Procedure – Old #203 / New #609

Investment of Surplus Funds

Mrs. Isabel Grace, Superintendent of Business and Finance, presented the new Draft Administrative Procedure – **#609 – *Investment of Surplus Funds*** to the Policy Development Committee and answered questions. No surplus funds are being invested at this time.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#203 – *Investment of Surplus Funds***, be deleted and the revised, newly formatted, Administrative Procedure – **#609 – *Investment of Surplus Funds***, be received and posted as amended under Directional Policy – **#600 – *Stewardship of Resources***.

Carried.

7. R.A.: Directional Policy – New #1300

Student Transportation

Mrs. Isabel Grace, Superintendent of Business and Finance, presented new Draft Directional Policy – **#1300 – *Student Transportation*** to the Policy Development Committee and answered questions.

MOTION: Moved by Mr. Daniel Demers, seconded by Mr. David Bernier, that new Directional Policy – **#1300 – *Student Transportation***, be received and posted as amended.

Carried.

C. Information Items:

D. Next Meeting:

1. Tuesday, February 5, 2019 6:30 – 8:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Helen McCarthy.
3. Selection of Member for Closing Prayer – Mr. David Bernier.

Draft

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mrs. Ruth Ciraulo to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Mr. Daniel Demers, seconded by Mrs. Ruth Ciraulo, that the Policy Development Committee Meeting adjourn at 7:35 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
/ab

Michael Nasello
Director of Education



BOARD ADMINISTRATIVE PROCEDURE	
<small>ADMINISTRATIVE PROCEDURE</small> Freedom of Information	<small>ADMINISTRATIVE PROCEDURE NUMBER</small> 1207 (NEW) 308 (OLD)
<small>Directional Policy</small> Records and Information – 1200	

TITLE OF ADMINISTRATIVE PROCEDURE:

Freedom of Information

DATE APPROVED:**PROJECTED REVIEW DATE:**

August 2023

DIRECTIONAL POLICY ALIGNMENT:

Records and Information

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Freedom of Information Administrative Procedure supports our Vision for achieving Excellence in Catholic Education. The Board understands that the public has a right of access to board records with limited exemptions and that the public retains a right to appeal any denial of access to information with the Information and Privacy Commissioner of Ontario.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The Board shall comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, a provincial law that provides individuals with a right of access to government records subject to specific and limited exemptions.

The Director of Education shall be considered the Head of the Board for the purposes of *MFIPPA*.

The Communications Manager shall be designated Freedom of Information and Privacy Officer and formal requests made under MFIPPA for information held by the Board shall be made to the Communications Manager.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Records and Information Management Directional Policy;
- Reviewing the Freedom of Information Administrative Procedure as part of its regular policy and procedure review cycle.

Trustees are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request.

The Director of Education is responsible for:

- Authorizing decisions with respect to the release of information under MFIPPA;
- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure;
- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request.

The Communications Manager is responsible for:

In the role of Freedom of Information and Privacy Officer:

- Receiving and processing all requests for information under *MFIPPA* including appeals;
- Reporting annually to the Information and Privacy Commission of Ontario;
- Providing consultation and support regarding access to information for staff and members of the public;

Superintendents and Managers are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request;
- Directing staff to assist in the preparation of records responsive to a formal access request.

Principals are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request;
- Directing staff to assist in the preparation of records responsive to a formal access request.

Staff are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request.

Members of the public are responsible for:

- Understanding that any costs related to information access shall be recovered in accordance with the fees outlined in *MFIPPA*;

- Understanding that they have a right to appeal Board decisions with respect to access requests under *MFIPPA* to the Information and Privacy Commissioner of Ontario.

PROGRESS INDICATORS:

- Yearly completion of the Board's annual report to the Information and Privacy Commissioner of Ontario.

SUPPORTING DOCUMENTS:**RELEVANT BOARD PROCEDURES/POLICIES**

- Ontario Student Record Management Administrative Procedure
- Protection of Privacy Administrative Procedure

REFERENCES:

[MFIPPA](#)

B.1.

Recommended Action:

That the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – ***#308 – Municipal Freedom of Information and Protection of Privacy*** be deleted and the revised, newly formatted, Administrative Procedure – ***#1207 – Freedom of Information,*** be received and posted as amended under Directional Policy – ***#1200 – Records and Information.***



BOARD ADMINISTRATIVE PROCEDURE	
<i>ADMINISTRATIVE PROCEDURE</i>	<i>ADMINISTRATIVE PROCEDURE NUMBER</i>
Protection of Privacy	1202 (NEW) 306 (OLD)
<i>Directional Policy</i> Records and Information – 1200	

TITLE OF ADMINISTRATIVE PROCEDURE:

Protection of Privacy

DATE APPROVED:**PROJECTED REVIEW DATE:**

August 2023

DIRECTIONAL POLICY ALIGNMENT:

Records and Information

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Protection of Privacy Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by supporting the Board in its commitment to protection of privacy, its efforts to strategically maintain records and information, adhere to relevant privacy legislation and ensure the efficient creation, maintenance, retrieval, security, storage, and disposition of records.



Strategic Priorities 2017-2020

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SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The Board shall comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, a provincial law that requires the protection of personal information.

The Director of Education shall be considered the Head of the Board for the purposes of *MFIPPA*.

PVNC is committed to the protection of privacy and recognizes that all employees are responsible for the protection of personal, confidential, and sensitive information entrusted to them.

The collection, use, disclosure, retention, and destruction of personal information shall comply with the provisions of relevant legislation such as the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act (PHIPA)* and the *Education Act*.

The Board acknowledges that a privacy culture needs to be embedded into daily practices to support the needs and expectations of parents, students and staff with respect to information security and the protection of personal information. An individual has the right to personal privacy with respect to records in the custody and/or control of the Board.

The Board will establish and maintain a protocol to respond when there has been a potential breach of privacy.

GUIDELINES:**A. COLLECTION AND USE OF PERSONAL INFORMATION**

1. The Board may collect personal information in the course of fulfilling its mandate.
2. The Board will only collect personal information where it is reasonably related to the Board's mandate.
3. The Board will collect personal information directly from the individual to whom the information relates, except where an exemption under *MFIPPA* may apply.
4. At the time of collection individuals shall be given notice of the legal authority for collection, the purpose(s) of its intended use and the title and contact information of an individual who may respond to specific questions regarding the collection. Individuals will be informed should the purpose for their personal information change.

B. DISCLOSURE OF PERSONAL INFORMATION

MFIPPA sets out when the Board may disclose personal information in its custody and control.

- a. Consistent Purpose
Information may be disclosed for the purpose for which it was obtained or compiled or for a consistent purpose provided that the individual about whom the information relates might reasonably have expected such a use or disclosure of the information.
- b. With Consent
If the person to whom the information relates has identified that information in particular and consented to its disclosure, that information may be disclosed. When dealing with minors, it is a best practice to have consent in writing with an original signature from the parent/guardian.
- c. Legal Authority
Personal information may be disclosed for the purpose of complying with an Act of the Legislature or an Act of Parliament, an agreement or arrangement under such an Act. It may be released to the Minister, the Information and Privacy Commission or the Government of Canada in order to facilitate the auditing of cost sharing programs.

d. Law Enforcement

Personal information may be disclosed to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

e. Health and Safety

Personal information may be disclosed in compelling circumstances affecting the health or safety of an individual. When disclosing information under this section the imminence and reasonableness of the risk to health and safety must be considered and balanced with the invasion of privacy.

f. Performance of Duties

To an employee, officer, consultant, or agent who needs the record in the performance of their duties and if the disclosure is necessary and proper in the discharge of the institution's functions.

C. THIRD PARTY CONTRACTORS AND SHARING OF PERSONAL INFORMATION

1. The Board enters into agreements with various service providers and contractors for both administrative and educational programs and services. Depending on the nature of the services provided by the contractor, it may be necessary for the contractor to have access to personal information in the Board's custody.
2. Personal information will be shared with a contractor where reasonably required to perform the services for which the contractor has been retained. Personal information will only be used and disclosed in this way where the purpose for the use is the same or reasonably consistent with the purpose for which it was collected.
3. Where a contractor will have access to personal information in the Board's custody, the Board will ensure that it has agreements in place with the contractor requiring the contractor to take all reasonable precautions to protect the personal information to which it has access from unauthorized access, use or disclosure.

D. THIRD PARTY REQUESTS FOR INFORMATION

1. Information will not be disclosed to individual third parties upon request, including legal counsel, without the written consent of the individual to whom the information pertains.
2. Staff must take reasonable care to authenticate the request, which may include contacting the individual to whom the information pertains or requesting identification or credentials.

E. PRIVACY BREACHES

1. A privacy breach occurs when personal information is lost, stolen, or subject to unauthorized access or disclosure, contrary to the *Education Act* or *MFIPPA*. This includes the loss of files, computers, personal devices or media that contain personal information.
2. The Board's Privacy Breach Protocol will come into effect upon the awareness of a perceived or actual breach.

F. PRACTICES FOR PROTECTING PERSONAL INFORMATION

These practices reflect the Board's commitment to protecting personal information. Employees are expected to follow these practices in the course of their duties.

1. Restrict access to personal information to those employees that require the records and information in the performance of their assigned duties.
2. Ensure that sensitive and confidential information is not visible to the public.
3. Encourage a clean desk policy to reduce the risk of exposing confidential information to others.
4. Lock doors and filing equipment when one's office is not in use.
5. Label filing cabinets, drawers, boxes and other storage containers in a manner that maintains the anonymity of items in storage.
6. Keep open filing equipment or mail boxes behind a counter or other physical barriers to the public.
7. Locate FAX machines and printers in a secure area, and retrieve sensitive documents immediately.
8. Phone the intended recipient to confirm receipt of a FAX containing sensitive information.
9. Ensure that secure confidentiality is maintained when transporting confidential information (e.g. student assignments or exams home for marking).
10. Ensure records that are the property of the Board, in particular student assignments and exams, are not removed from Board control when an employment contract is terminated.
11. Consult the Board's Records Retention Schedule or the Records and Information Management Coordinator to determine how long to retain personal information.

12. Ensure confidential destruction of paper records by placing the records in one of the locked shredding boxes for pick up by the shred vendor.
13. Shut down programs or use password protection on computers when leaving work areas.
14. Position computer screens to prevent unauthorized viewing.
15. Notify the Human Resources Department if there is a change in an employee's employment status.
16. Do not disclose passwords to others.
17. Report any lost or stolen records to your immediate supervisor.

RESPONSIBILITIES

The Board of Trustees is responsible for:

- Ensuring alignment with the Records and Information Management Directional Policy;
- Reviewing the Protection of Privacy Administrative Procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure;
- Authorizing decisions with respect to privacy breach responses.

The Communications Manager is responsible for:

In the role of Freedom of Information and Privacy Officer:

- Overseeing Board compliance with privacy legislation;
- Managing privacy complaints;
- Establishing, maintaining and executing a Privacy Breach Protocol.

Principals/Managers and Superintendents are responsible for:

- Implementing reasonable security measures and safeguards to protect student personal information;

- Ensuring that staff are aware of and adequately trained in their responsibilities as set out in this document and other Board policies, procedures and guidelines;
- Ensuring that agreements with service providers contain privacy protection provisions with regard to the protection, collection, use, retention and disclosure of personal information.

Health Information Custodians are responsible for:

- Ensuring confidential management of personal health information in their custody and control as outlined in the *Personal Health Information Protection Act (PHIPA)*.

Staff are responsible for:

- Complying with legislation, professional standards, Board administrative policies and procedures, when using personal information;
- Protecting personal information by following proper procedures and practices as outlined in this administrative procedure and as directed by your supervisor;
- Reporting any suspected privacy or security breaches of which they are aware to their supervisor;
- Taking reasonable steps to ensure the personal information within their custody and control is secured and protected;
- Participating in training regarding their duties and obligations to protect personal information.

PROGRESS INDICATORS:

- Yearly completion of the Board's annual report to the Information and Privacy Commissioner of Ontario.

SUPPORTING DOCUMENTS:

- Privacy Breach Protocol

RELEVANT BOARD PROCEDURES/POLICIES

- Ontario Student Record Management Administrative Procedure
- Freedom of Information Administrative Procedure

REFERENCES:

[MFIPPA](#)
[PHIPA](#)

DEFINITIONS:

- Health Information Custodian: Under *PHIPA*, A health information custodian is an individual who has custody or control of personal health information. i.e. board psychologist.

B.2.

Recommended Action:

that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#306 – Protection of Privacy**, be deleted and the revised, newly formatted, Administrative Procedure – **#1202 – Protection of Privacy**, be received and posted as amended under Directional Policy – **#1200 – Records and Information**.



BOARD ADMINISTRATIVE PROCEDURE	
<small>ADMINISTRATIVE PROCEDURE</small> Playground Equipment Installation and Maintenance	<small>ADMINISTRATIVE PROCEDURE NUMBER</small> 619
<small>Directional Policy</small> Stewardship of Resources - 600	

TITLE OF ADMINISTRATIVE PROCEDURE:

Playground Equipment Installation and Maintenance

DATE APPROVED:

PROJECTED REVIEW DATE:

DIRECTIONAL POLICY ALIGNMENT:

Stewardship of Resources - 600

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Peterborough Victoria Northumberland & Clarington Catholic District School Board recognizes the inherent value of physical activity and supports school based projects that provide for the installation of playground equipment on school sites. This administrative procedure outlines the Board's obligations surrounding current and future playground structures. It has been written to reflect our priority for promoting positive play experiences within a safe environment.



Strategic Priorities 2017-2020

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SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTIONS REQUIRED:

Application:

This procedure applies to all school sites and all school playground equipment whether provided by the Board as part of a capital project, or purchased with funds donated to the Board as part of a local school initiative. School playground equipment includes structural equipment (e.g. shade structure).

Elements of diversity, accessibility, flexibility, child-scale, sensory stimulation and safety will be included in the schoolyard design. Playground equipment suitable for students with special needs shall be considered when the selection is made.

Funding of new play structures, the upgrading of existing structures (new parts), ground cover, and cribbing is the responsibility of the local school community.

1. New Equipment and Playground areas:

All schools and school communities are responsible for raising the funds for the purchase and installation of playground equipment. Once installed, the Board assumes the ownership for the play structure and equipment and the responsibility for maintaining the structure as set out in this administrative procedure.

The Principal shall act as the school's primary resource person for the duration of the project. The principal, in co-operation with the Manager of Purchasing, Planning and Facilities Administration, staff from Facility Services and the community

representatives, shall prepare a development proposal incorporating the following:

- plan for location of equipment
- type of material
- estimate of costs (including site preparation and installation plan)
- timeline
- financing plan

The proposal shall adhere to the following guidelines. New equipment and playground areas should:

- be closely related to the existing site
- not interfere with large open play space areas
- be designed to elicit a wide variety of responses and appeal to children's sense of creativity
- have a variable environment in terms of texture, levels and heights as a means of providing for individual differences
- provide the opportunities for both individual and group activity

The design, construction and installation of playground equipment must conform to the standards from the Canadian Standards Association CSA- Z614, Children's Playspaces and Equipment in effect at the time of installation.

The Board's Facility Services Department must be included in the planning and installation process. It is recommended that a third party qualified and/or certified person work with school committees (at their cost) during design and installation and, if possible, would coordinate site specific concerns with appropriate Board staff.

Although the Board accepts design standards of reputable manufacturers, it has restricted certain design aspects:

- wood structural members are not acceptable
- platform height not to exceed six (6) feet
- swings not to exceed eight (8) feet
- wood fibre with a current International Play Equipment Manufacturing Association (IPEMA) certificate is the minimum standard be used for the protective surface.
- plastic border material or pressure treated wood shall be used as the material for the enclosure of the protective surface.

The Board reserves the right to restrict other design aspects as deemed appropriate.

In order to be support students with accessibility issues, installations must reflect

- Minimum accessibility requirements
- Accessibility specifications for element with the play space
- Amount of play spaces within the structure that must be accessible.
- Elevated component as well as ground level components
- Requirements for accessible routes within and leading to the play structure

2. Existing Equipment

- The Board will provide resources for minor maintenance (e.g. approximate value of \$500 for items such as removal of protrusions, removal of equipment pieces). It is the responsibility of the school community to fund extensive maintenance repairs (including from vandalism), the supply of required replacement parts and ground cover. Facility Services will assist school principals regarding contractors available to make authorized repairs.
- School council/parent groups are responsible for consideration of a plan for replacement based on the expected life of the equipment.
- Additions to existing playground equipment must be approved by the Board's Facility Services Department prior to any in-depth planning.

3. Natural Play Areas: Considerations

The board promotes the importance of providing all students with the opportunity to play in the natural world. Loose parts play with natural elements such as sticks, pinecones, logs, stumps, mud kitchens, sound or water walls, learning gardens etc. provide experiences for further exploration and open-ended play. Natural playscapes provide unlimited opportunities for inclusiveness and creativity, are gender-neutral and accessible to a wide range of ages and abilities.

Careful consideration must be made when offering natural materials to students. Principals and staff must carefully consider students' competencies and provide due diligence in inspections, supervision and safety when providing loose parts to students.

Any natural materials that are permanently installed must follow the new equipment protocol. This would include loose parts that get frozen into the ground in the winter. Objects higher than 36" tall must be barricaded off if frozen into the ground. The suggestion would be to limit loose parts to under 36" tall to avoid this situation.

4. Inspection Procedures

Where weather conditions have resulted in an inability to complete adequate inspections, the principal shall place the play structures off-limits for use. (see Section 9: On-going use of playground equipment)

- a) **Daily Visual Inspections:** A visual inspection shall be performed on all playground equipment used by students by the Principal or designate at least once one each school day. This inspection is intended to identify obvious safety concerns and needed repairs, such as glass, broken boards, loose or missing handrails or anything that could cause injury to a student. When a deficiency is identified in the daily inspection, the Principal shall follow the steps set out in this procedure. A daily maintenance log book must be kept on file at the school.
- b) **Monthly Inspections:** Monthly inspections of the playground equipment shall be done by one of the school principal or the school custodian. The monthly inspection will be completed using e-base and retained for 2 years.
- c) **Annual Inspections will be facilitated by the Facility Services Department:** A detailed annual inspection of playground equipment located on Board property shall be performed each year by an inspector who has received appropriate training in the inspection and maintenance of playground equipment. Using these reports, the Principal, through consultation with Facility Services department and the school council, can prepare recommendations as to whether the equipment is adequate, or should be removed, renovated or upgraded. In the event the school community cannot provide sufficient funds for the required repairs and maintenance of the playground equipment, the Board will reserve the right to decommission the structure.

The inspection findings and actions shall be recorded and kept on file in the Facility Services Department for two years. Repairs that have been identified will be completed as soon as possible after the report is received.

- d) **Inspection Checklists:** The monthly inspections will use the checklists provided in the facilities manual (*also attached – Appendix A*).

5. Maintenance and Repairs

- a) When a staff member identifies a safety concern or an item in need of repair, it shall be reported immediately to the Principal (or designate) who will notify the Facility Services Department immediately. When a defect is reported it shall be repaired as soon as possible, and, in the interim, the Principal shall make the equipment out of bounds to students.

- b) When repairs are made on site, the Facility Services staff are to log the work completed and retain it on file. The work order for repairs completed by the facilities staff will be the record of repair.
- c) Should a repair that involves a safety hazard take more than one day to complete, the children shall be prevented from using the equipment through the use of appropriate fencing and a “keep off” warning sign.
- d) When the cost to repair a piece of playground equipment is excessive, the Manager of Facility Services, after consulting with the school principal, may decide that the equipment should be taken out of service and removed from the school grounds.

6. Equipment on Local Recreation Authority Property

In some cases, playground equipment that is used by the students of a school is located on non-Board property adjacent to the school property. In these cases the daily inspection procedures shall be carried out by the Principal or designate, as detailed above and the Principal shall follow the same procedures for reporting a concern to Facility Services.

The Principal shall make the equipment out of bounds to students until the equipment is repaired.

Facility Services shall advise the local recreation authority of the need to repair playground equipment located on recreation property and shall monitor the progress of repairs and advise the School Principal when the repairs are completed.

7. Finance

- a) All schools are responsible for raising funds for the purchase of playground equipment, and the funds must be in place prior to the commitment to purchase and install of the equipment. (Schools may apply centrally for funds of up to \$15,000 to support the cost of ground cover suitable and in accordance with accessibility requirements for play structures.)
- b) The Principal must notify the Manager of Purchasing, Planning and Facilities Administration of the school's plans (i.e. type of equipment, cost, fundraising projects, etc.) during the planning stage and submit a plan for review.

- c) When the school is ready to send collected funds to the Board, the Principal shall notify the Finance department.

8. General/Procurement

The Principal, on behalf of the parent groups, should contact the Board's Manager of Purchasing, Planning and Facilities Administration before requesting information from the manufacturers/suppliers to avoid unnecessary legal issues. For example, when contacting a manufacturer, tender should not be requested, but rather an estimate.

Once the project is ready to proceed, the Manager of Purchasing, Planning and Facilities Administration will ensure that the correct purchasing process is used (i.e. quotes, request for proposal, request for tender, etc.)

Installations by volunteers is not permitted.

9. On-going use of playground equipment

Each school should conduct playground safety sessions to reduce the risk of student injury, outlining the playground rules applicable to the specific location. This should include discussion of appropriate footwear to be worn while playing on the structures.

These sessions should be held for students and staff at the beginning of each school year. In addition, on an annual basis, the Principal will determine the impact that winter conditions are having on the playground equipment. The following winter conditions can impact on the ability to complete appropriate inspections and make equipment that is otherwise in compliance with the CSA standard, unsafe for use:

- At temperatures below 0 C, very few types of protective ground surfacing remain resilient enough to offer any degree of protection to a falling child – regardless of depth. If the ground cover is frozen, the play equipment cannot be operated safely.
- Snow build-up can cause two problems on a play structure – play surfaces can become very slippery, and it can create suffocation hazards if the openings at the end of tube slides or similar structures become closed in by drifting snow
- Ice or freezing rain can make play surfaces, hand grips and stairways very slippery, increasing the risk of slip and fall injuries.

Where weather conditions have resulted in an inability to complete adequate inspections, the principal shall place the play structures off-limits for use.

RESPONSIBILITIES:**The Board of Trustees is responsible for:**

- Ensuring alignment with the Stewardship of Resources Directional Policy

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with this Administrative Procedure;
- Reviewing this Administrative Procedure annually;

Superintendents are responsible for:

- Ensuring staff are aware of this Administrative Procedure

The Manager of Facilities is responsible for:

- Ensuring a third party qualified and/or certified person is involved during design and installation
- Ensuring all play structures and equipment are installed by an approved manufacturer
- Facilitating the recorded annual inspection for each school every spring of each year
- Ensuring repairs completed by Facilities staff are logged in the record of repair.

The Manager of Purchasing, Planning and Facilities Administration is responsible for:

- Working collaboratively with Principals to ensure purchasing processes are adhered to;
- Ensuring all manufacturers installing playground equipment on Board property provide proof of insurance coverage for a minimum of two million dollars, liability insurance with the Board named as co-insured, as well as a certificate of good standing from Workplace Safety and Insurance Board.

Principals (or designates) are responsible for:

- Performing daily visual inspections;
- Maintaining the daily maintenance log book;
- Performing monthly inspections (using checklist provided in Appendix A);
- Reporting safety concerns or items in need of repair to the Manager of Facilities;
- Preventing children from using equipment when repair involves a safety hazard and takes more than one day to complete;
- Notifying the Superintendent of Business and Manager of Purchasing of plans to purchase equipment;
- Conducting playground safety sessions at the beginning of each school year;
- Forwarding collected funds to accounting.

Staff are responsible for:

- Reporting safety concerns or items in need of repair to their Principal (or designate).

PROGRESS INDICATORS:

The design, construction, installation and maintenance of PVNCCDSB playgrounds complies with the Canadian Standards Association Z614, Children's Playspaces and Equipment, thereby creating a foundation for safety and minimize injuries.

DEFINITIONS:**RELATED DOCUMENTS:**

Custodian Manual: Playground and Equipment Inspections

REFERENCES:

[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)

Annex "H" of the CAN/CSA Z164-07 *Children's Play Spaces and Equipment Standard*

Ontario School Board Insurance Exchange: Risk Management Advisory – Playground Safety: Winter Use Advisory

B.3.

Recommended Action:

That the Policy Development Committee recommend to the Board that new Administrative Procedure – ***#619 – Playground Equipment Installation and Maintenance,*** be received and posted as amended under Directional Policy – ***#600 – Stewardship of Resources.***

DRAFT

at February 4, 2019

BOARD DIRECTIONAL POLICY	
<i>DIRECTIONAL POLICY TITLE</i>	<i>Policy Number</i>
Healthy Schools and Workplaces	800

**TITLE OF DIRECTIONAL POLICY:**

Healthy Schools and Workplaces

DATE APPROVED: 2019**PROJECTED REVIEW DATE: 2024****POLICY:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board prioritizes the achievement and well-being of all students and staff in learning and work environments that are anchored in Gospel values, Catholic Social Teachings, and the Catholic Graduate Expectations.

The Board recognizes that the health and well-being of our students and staff is foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual and physical well-being. We all have a collective responsibility to create healthy learning and work environments that contribute to life-long learning and that enable every individual at PVNC to reach their God-given potential. We work with our community partners, such as our parishes, public health, provincial health organizations, local municipalities, local social service agencies and local health charities, to promote staff and student achievement and well-being.

In conjunction with our policies and administrative procedures in the areas of Equity and Inclusive Education, Safe and Accepting Schools, Student Achievement and Well-being, Employee Relations, as well as our Be Well Strategy, this Directional Policy supports the health and safety of all students and staff.

PURPOSE:

The purpose of the Healthy Schools and Workplaces Directional Policy is to create a shared understanding and systematic approach to the implementation of Administrative Procedures, protocols, and guidelines related to ensuring healthy schools and workplaces for students and staff respectively.

This Directional Policy responds to legislative requirements for school boards in the areas of health and safety, such as the Occupational Health and Safety Act, Rowan's Law, PPM 161, PPM 150, and the Education Act.

This Directional policy, and its accompanying Administrative Procedures, protocols, and guidelines, will provide guidance when addressing illness, injury, medical conditions, fitness for duty and disabilities. Further, it promotes proactive health and well-being strategies, such as physical activity, healthy eating, and mental wellness activity, for both students and staff.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Healthy Schools and Workplaces Directional Policy supports our Vision for Achieving Excellence in Catholic Education: Learn, Lead and Serve. This Vision calls the Board to these Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic learning community supported by the Multi-Year Strategic Plan.
- Setting direction and policy that governs the PVNC Catholic District School Board.
- Reviewing and considering for approval the Healthy Schools and Workplaces Directional Policy, as recommended for consideration by the Policy Development Committee.
- Understanding and communicating with members of the community the content of the Healthy Schools and Workplaces Directional Policy.
- Assigning responsibility to the Director of Education for operationalizing and managing the Healthy Schools and Workplaces Directional Policy.
- Monitoring and holding the Director of Education accountable for the implementation and operational details of the Healthy Schools and Workplaces Directional Policy.

The Director of Education is responsible for:

- Providing leadership regarding implementation and operational details in the Healthy Schools and Workplaces Directional Policy.
- Providing direction to staff in the development of administrative procedures, protocols and guidelines to ensure implementation of the Healthy Schools and Workplaces Policy.
- Ensuring employees whom he/she supervises meet the requirements of the Healthy Schools and Workplaces Directional Policy and related administrative procedures, protocols, and guidelines.

The Superintendent of Human Resource Services and the Superintendent with the Healthy Schools portfolio are responsible for:

- Working in collaboration with the senior team, managers, and all employee groups in the development of administrative procedures, protocols and guidelines to support the Healthy Schools and Workplaces Directional Policy.
- Ensuring all employees of the Board are aware of the Healthy Schools and Workplaces Policy and where to access it and the related administrative procedures.
- Ensuring the Unions and/or Associations that represent employees of the Board understand the expectations outlined in the Healthy Schools and Workplaces Policy and related administrative procedures, protocols and guidelines.

Superintendents of Schools and System Portfolios are responsible for:

- Providing leadership and supports for principals/vice principals, managers, administrative assistants, and all departmental staff in their knowledge, understanding, and implementation of the Healthy Schools and Workplaces Directional Policy.
- Ensuring employees whom they supervise meet the requirements of the Healthy Schools and Workplaces Directional Policy and related administrative procedures, protocols, and guidelines.

Managers are responsible for:

- Providing leadership, management and support for the members of their departments in their knowledge, understanding, and implementation of the Healthy Schools and Workplaces Directional Policy.

- Ensuring employees whom they supervise meet the requirements of the Healthy Schools and Workplaces Directional Policy and related administrative procedures, protocols, and guidelines.

Communications Services is responsible for:

- Working collaboratively with Senior Administration to develop a system-wide communications plan focused on building knowledge and understanding with our various stakeholders on the Healthy Schools and Workplaces Policy to support its effective implementation.

Principals and Vice Principals are responsible for:

- Providing leadership, management and support for the members of their school communities in their knowledge, understanding, and implementation of the Healthy Schools and Workplaces Directional Policy.
- Ensuring employees whom they supervise meet the requirements of the Healthy Schools and Workplaces Policy and related administrative procedures, protocols, and guidelines.

All Employees are responsible for:

- Being proactive and self-directed in building their knowledge and understanding of the Healthy Schools and Workplaces Directional Policy as it relates to their role with the Peterborough Victoria Northumberland and Clarington Catholic District School Board.
- comply with the administrative procedures, protocols and guidelines that support the Healthy Schools and Workplaces Directional Policy.

PROGRESS INDICATORS:

- All employees are aware of the Healthy Schools and Workplaces Directional Policy and the requirements of the related administrative procedures, protocols, and guidelines.
- Employees of the Board are complying with the expectations and acting with integrity and professionalism and in light of our Catholic faith.

- PVNC schools and places of work are responsive to legislative requirements, and implement proactive strategies to ensure the health and safety of staff and students.
- Public confidence and trust is maintained and enhanced.

DEFINITIONS:

Wellness/Well-Being - Wellness/well-being involves maintaining a balance between physical, mental, spiritual and/or social resources and challenges. It is the optimal state of health of individuals and groups. There are two focal aspects: the realization of the fullest potential of an individual physically, psychologically, socially, spiritually and economically, and the fulfillment of one's role expectations in the family, community, workplace and other settings (adapted from World Health Organization, 2006, and Dodge, Daly, Huyton, and Sanders, 2012).

REFERENCES:

- [PVNC Catholic District School Board Vision and Strategic Priorities 2014-2017](#)
- [Education Act, RSO 1990, c. E.2](#)
- [Occupational Health and Safety Act](#)
- [PPM 161: Supporting Children and Students with Prevalent Medical Conditions \(Anaphylaxis, Asthma, Diabetes, and/or Epilepsy\) in Schools](#)
- [Rowan's Law \(Concussion Safety\) 2018](#)
- [PPM 150 School Food and Beverage Policy 2010](#)
- [Policy Statement Cannabis and the Human Rights Code](#)
- [Excellence Canada](#)
- [Foundations for a Healthy School: Promoting Well-being is Part of Ontario's Achieving Excellence Vision](#)
- [Mental Health Commission of Canada](#)
- [Mind Body Spirit: Be Well – PVNCCDSB Strategy for Mental Health & Well-Being 2017-2020](#)
- [Ontario Physical Education Safety Guidelines](#)
- [Ontario Student Trustees' Association \(OSTA-AECO\): Charter of Rights: Mental Health and Well-Being](#)
- [Promoting Well-Being in Ontario's Education System](#)
- [Standard for Psychological Health and Safety in the Workplace](#)
- [World Health Organization](#)

800 — Healthy Schools and Workplaces	
801	Nutrition
802	Illness or Injury of a Student
803	Pediculosis in Schools
804	Asthma Reducing the Risks
805	Administration of Medication Procedures or Health Support Services, and Emergency Response
806	Anaphylaxis Reducing the Risks
807	Supporting Students with Epilepsy in Schools
808	Concussions - Rowan's Law
809	Occupational Health and Safety
810	Confirmed Case of Fifth Disease
811	Fitness for Duty and Substance Use

B.4.

Recommended Action:

That new Directional Policy –
#800 – Healthy Schools and Workplaces,
be received and posted.

BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE Conflicts of Interest	ADMINISTRATIVE PROCEDURE NUMBER 510
<i>Directional Policy</i> Employee Relations	

TITLE OF ADMINISTRATIVE PROCEDURE:

Conflicts of Interest

DATE APPROVED:

PROJECTED REVIEW DATE:

DIRECTIONAL POLICY ALIGNMENT:

This Administrative Procedure aligns with the Employee Relations Directional Policy - 500 by ensuring employees understand the requirements and expectations with respect to conflicts of interest.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Conflicts of Interest Administrative Procedure supports our Vision of achieving Excellence in Catholic Education by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:



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ACTION REQUIRED:

Purpose and Scope

The Board recognizes its obligation to enhance public confidence. In keeping with the Gospel values and consistent with its mandate for accountability, the Board expects its employees to conduct themselves at all times, with the highest standard of personal integrity, ethics and due diligence in the performance of their duties.

Employees of the Board:

- occupy positions of public trust;
- have a duty to conduct themselves at all times with a high standard of personal integrity, ethics, honesty and due diligence in the performance of their duties;
- have a duty to support and advance the interests of the Board;
- must at all times avoid situations where their personal interests actually or potentially conflict with the interests of the Board; and
- must at all times avoid situations which may impair their ability to exercise good skill and judgement in the performance of their duties.

Potential Conflicts of Interest

1. Supplementary Employment:

The Board recognizes certain supplementary employment opportunities may provide valuable professional development experience and a supplemental income for employees.

The Board prohibits employees from engaging in employment or any business activity which will place the employee in a situation of conflict of interest with the Board and the performance of assigned duties. This includes performing supplemental employment duties during regular work hours with the Board or using Board facilities or property at any time to perform work associated with supplemental employment.

2. Volunteer Work:

The Board recognizes certain volunteer opportunities may provide valuable professional development experience and the ability to contribute in the community/school community.

The Board prohibits employees from engaging in volunteer opportunities which will place the employee in a situation of a conflict of interest with the Board and the performance of assigned duties. This includes performing volunteer work during regular work hours with the Board or using Board facilities or property at any time to perform duties associated with volunteer work.

Employees should be aware that volunteer work in the school or community could potentially put them in a conflict of interest. In cases where the nature of the business or ideologies of the organization the employee is volunteering with conflict with the interests of the Board, a conflict of interest may exist.

3. Teaching Students:

A teacher is in a conflict of interest if the teacher accepts any form of compensation for service rendered to a student(s) outside of the school day when the teacher is assigned to work with the same student(s) during the school day in the current school year. The Board only supports a teacher providing home instruction to a student with whom the teacher would otherwise work during the school day as outlined in the Board Administrative Procedure 307 – Instruction Out of School.

A teacher is free to accept compensation for services rendered to a student(s) outside of the school day provided that the student(s) is not assigned to work with the teacher during the school day in the current school year. Any instruction of students for which compensation is being rendered, must be outside the school day and not on Board property.

A teacher at all times is expected to adhere to the standards of practices as outlined by the Ontario College of Teachers.

4. Evaluation of Academic Work, Access to Academic Information and Supervision of Students:

Where any employee has an immediate family relationship with a student, there is, or may be perceived to be, a conflict of interest and risk of favouritism in the evaluation of academic work. In addition, an employee who works in a department responsible for a course taken by a student who has an immediate family relationship with the employee, may have, or appear to have a conflict of interest related to access to tests and exams.

Where possible a student will not be assigned to a class in which the parent is a teacher. Where such a conflict of interest arises the employee has a duty to inform their Principal of any and all relevant facts concerning the situation.

Where possible employees should not supervise immediate family members while on excursions. Where such a conflict of interest arises the employee has a duty to inform their Principal of any and all relevant facts concerning the situation.

5. Supervision of Relatives:

Where possible, there shall not be a supervisory relationship between immediate family members. When such a situation arises, the supervisor will report the potential conflict of interest to their supervisor and notify Human Resource Services.

6. Recruitment:

Employees who are involved with recruitment and hiring must not participate in the process where there is a conflict of interest because of an existing personal relationship. When the employee becomes aware of the potential conflict of interest, it must be declared to the employee's supervisor and/or Human Resource Services so a fair and transparent hiring process can be assured as per [Administrative Procedure 401 - Recruitment and Promotion](#).

7. Confidential Information:

In general, employees are prohibited from using or releasing confidential information to further their own interests. Confidential information refers to information that an employee is privy to as a result of his or her employment, and is not otherwise generally available.

In addition, Board guidelines on Freedom of Information and Privacy Protection specify that the Freedom of Information Officer is responsible for responding to requests for access to Board records. The release of personal information is subject to further regulations under the guidelines.

Further information regarding potential conflicts of interest as it relates to purchasing can be found in [Administrative Procedure 610 - Purchasing](#).

8. Voting and Participation on Committees:

Employees may participate on Board, school or departmental committees or councils. At a minimum, employees should declare to the committee or council members, any personal interest they may have in such matters before the committee or council, where the conflict of interest resolution process has not been undertaken, the committee or council chair will determine the suitability of the employee voting.

Conflict of Interest Resolution Process

1. Where a conflict of interest arises, or when a potential conflict of interest emerges, the employee has a duty to inform their next immediate supervisor, who is not implicated in the matter, of any and all relevant facts concerning the situation. Any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality or judgment in any matter relevant to their duties, should be declared to the employee's immediate supervisor.

2. The supervisor and the employee shall endeavour to agree on a course of action to address the potential conflict of interest. This may include removing the employee or student from the situation or the supervisor recommending the employee immediately cease the activity which is placing them in a conflict of interest.
3. In cases where a resolution cannot be mutually agreed upon, Human Resource Services, in consultation with any appropriate parties, will determine if a conflict of interest exists or the appearance of a conflict of interest exists. Human Resource Services and employee will agree on a course of action to monitor or avoid the conflict, which shall be made in writing. In the event that agreement cannot be reached, the case will be referred to the Director of Education for resolution.
4. In cases where the Director of Education may have a conflict of interest, the Board of Trustees will make a determination regarding the appropriate course of action.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Employee Relations Directional Policy.
- Reviewing the Conflict of Interest Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents are responsible for:

- Ensuring principals and managers are consistent with the application of this Administrative Procedure
- Ensuring that any employee for whom they have supervisory responsibility is aware of the requirements under this Administrative Procedure.

Human Resource Services is responsible for:

- Determining if a conflict of interest exists and an appropriate remedy.
- Participating in the resolution of potential conflicts of interest.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Ensuring staff who they supervise are aware of the requirements under this Administrative Procedure.
- Participating in the resolution of potential conflicts of interest.

All employees are responsible for:

- Understanding and complying with this Administrative Procedure.
- Avoiding situations where their personal interests are in conflict or may potentially conflict with the interests of the Board.
- Being diligent in taking steps to avoid influencing Board decisions in which they themselves have a personal interest whether or not they are engaged in the affairs of the Board.
- Reporting to the Board in writing through their immediate supervisor any circumstance of a personal or financial interest which is or might be perceived to be a conflict of interest.

PROGRESS INDICATORS:

Board employees conduct themselves at all times with the highest standard of personal integrity, ethics and due diligence in the performance of their duties and the enhancement of public confidence.

DEFINITIONS:

Conflicts of Interest - encompasses situations in which the personal or private interest of an employee or the employee's family or close business associates conflict with the interests of the Board or when there is reasonable basis for the perception of such conflict.

Service - any work done or duty performed for an individual, group, agency or organization that would otherwise be performed by an employed person or a consultant under contract for the performance of the work or duty.

Immediate Family Member – spouse, sibling, parent, spouse's parent, step-parent, foster parent, grandparent, spouse's grandparent, step-grandparent, child, step-child, foster child, grandchild, step-grandchild, child's spouse, dependent relative.

REFERENCES:

[PVNC Catholic District School Board Vision and Strategic Priorities](#)

[Directional Policy 500 - Employee Relations](#)

[Administrative Procedure 305 - Out of School Activities](#)

[Administrative Procedure 311 \(formerly 702\) - Research Requests](#)

[Directional Policy 102 - Board By-Laws and Committees Terms of Reference](#)

[Administrative Procedure 401 - Recruitment and Promotion](#)

[Administrative Procedure 610 - Purchasing](#)

B.5.

Recommended Action:

That the Policy Development Committee recommend to the Board that new Administrative Procedure – **#510 – Conflicts of Interest**, be received and posted under Directional Policy – **#500 – Employee Relations**.



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE Scent Awareness	ADMINISTRATIVE PROCEDURE NUMBER 518
Directional Policy Employee Relations	

TITLE OF ADMINISTRATIVE PROCEDURE:

Scent Awareness

DATE APPROVED:

February 5, 2019

PROJECTED REVIEW DATE:

2024

DIRECTIONAL POLICY ALIGNMENT:

This Administrative Procedure aligns with the [Employee Relations Directional Policy - 500](#) by ensuring employees understand the requirements and expectations with respect to scents and scent sensitivities in the workplace.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Scent Awareness Administrative Procedure supports our Vision of achieving Excellence in Catholic Education by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:



Strategic Priorities 2017-2020

Vision

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Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The Peterborough Victoria Northumberland Clarington Catholic District School Board is committed to the health and wellbeing of students and staff. The Board's Scent Awareness Administrative Procedure is in place to ensure employees are aware of the potential impact of scents in the workplace and how to address situations where a scent sensitivity exists.

Background

All employees are entitled to a safe and welcoming workplace. As such, the Scent Awareness Administrative Procedure provides guidance on how to deal with a scent concern in the workplace.

Exposure to scents/fragrances which can be found in products such as personal care products, cleaning products, perfume/cologne and essential oils, can create significant health problems for individuals who live with a scent sensitivity. For these individuals, exposure to scents can result in significant health problems such as asthma attacks, migraine headaches, severe allergic reactions, inability to concentrate, loss of consciousness, or seizures.

Process for Addressing and Responding to Scent Issues

1. If an employee has a scent sensitivity, they should endeavor to address a concern by speaking to the individual(s) who is/are scented. The employee will address the individual who is scented in a cordial and respectful manner. The employee should inform the individual who is scented of what the effects are on their health and how it is impacting them at work. The employee should ask the individual who is scented to refrain from wearing scents in the workplace.
2. If the employee is not comfortable addressing his/her concern with the individual(s) who is/are scented, they must immediately inform their own supervisor of the concern. The supervisor of the employee with the concern will meet with the employee to understand concerns, the impact the scent issue is having on their health, and discuss next steps. The supervisor of the employee or designate will address the individual who is scented in a cordial and respectful manner. The supervisor should inform the individual who is scented of what the effects are on the affected employee's health and how it is impacting them at work. The supervisor should ask the individual who is scented to refrain from wearing scents in the workplace.
3. Should the above not prove effective, the supervisor will create a scent safe workplace plan for the employee. This could include reinforcing the need to refrain from wearing scents at work at a staff meeting, a memo to appropriate stakeholders regarding scents, and/or addressing individuals who are known to wear scented products in the employee's workplace.
4. The supervisor will also offer the option of posting the Board's 'Scent Free Area' poster in offices or classrooms the affected employee is known to occupy.
5. The employee and the supervisor will continue to have dialogue regarding the employee's health and the effectiveness of the plan. Should the employee's health continue to be affected by scents in the workplace, the matter may be referred to the Board's Wellness Coordinator. The Board's Wellness Coordinator will then address the issue through the Board's [Workplace Accommodation Administrative Procedure 503](#).

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the [Employee Relations Directional Policy - 500](#).
- Reviewing the Scent Awareness Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Ensuring staff and students who they supervise are aware of the requirements under this Administrative Procedure.
- Listening and documenting an employee's concerns with respect to a scent concern.
- Ensuring that students and staff members in the workplace are aware of and comply with this procedure.
- Discussing the issue of scents in the workplace with staff and/or students in an open dialogue with the focus being on education of the impact of scents on some individuals.
- Implementing the scent safe workplace plan as necessary.

Staff are responsible for:

- Attempting to address any concerns with respect to scents if they feel comfortable doing so.
- Advising their supervisor of their sensitivity to scents and collaborating in potential resolves.
- Refraining from wearing scented products in a workplace where a scent sensitivity has been identified.
- Participating in the development of a workplace accommodation plan when required.

PROGRESS INDICATORS:

Students and staff remain healthy and ready for learning and work.

DEFINITIONS:

Scent/fragrance - a chemical or additive that creates an aroma or odour. These are found in a wide range of products including perfume, essential oils, aftershave, deodorant, soap, air fresheners, fabric softeners, laundry detergents, facial tissues, candles and maintenance products.

Scent-free product - a product labelled unscented, scent-free or fragrance-free by the manufacturer.

REFERENCES:

[PVNC Catholic District School Board Vision, Mission and Strategic Priorities](#)

[Employee Relations Directional Policy - 500](#)

[Workplace Accommodation Administrative Procedure 503](#)

B.6.

Recommended Action:

That the Policy Development Committee recommend to the Board that new Administrative Procedure – **#518 – Scent Awareness**, be received and posted under Directional Policy – **#500 – Employee Relations**.



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

**Workplace
Harassment
Prevention**

ADMINISTRATIVE PROCEDURE
NUMBER

**AP- 508 (NEW)
AP- 402 (OLD)**

Directional Policy

Employee Relations - 500

TITLE OF ADMINISTRATIVE PROCEDURE:

Workplace Harassment Prevention

DATE APPROVED: November 2017

PROJECTED REVIEW DATE: November 2018 (*Yearly*)

DIRECTIONAL POLICY ALIGNMENT: Employee Relations

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

The Board is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace and all complaints will be taken seriously.

ACTION REQUIRED:

1.0 Initiating Complaints:

- 1.1 Complaints may be initiated on an informal basis (see Appendix A) or by following the Formal Complaint Process (see Appendix B).
- 1.2 It is the expectation of the Board that all complaints will be brought forward in a timely manner and must be reported within one year of the most recent alleged harassing behaviour. A complaint outside this time frame may be considered by consulting the Superintendent of Schools/Human Resource Services.
- 1.3 Anonymous reports will not be entertained for dispute resolution under this Procedure.
- 1.4 The complainant is free to discontinue a complaint at any time. The Board may deem the circumstances worthy of further investigation and initiate its own action.
- 1.5 Subject to the Ontario Human Rights Code, and to ensure the integrity of the Board's Administrative Procedure, action may be pursued in the absence of a formal complaint.

2.0 Confidentiality:

- 2.1 Procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to respond to the allegations. A copy of the Workplace Harassment Formal Complaint Form will be shared with employee respondents to a complaint. The disclosure of witness names and statements to the parties may also be necessary.
- 2.2 All correspondence and other documents generated under these Procedures must, subject to the Municipal Freedom of Information and Protection of Privacy Act, be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in Human Resource Services.
- 2.3 The Board may be required to provide information obtained during an investigation to an outside agency such as, but not limited to, police services, court or tribunal that has the right to require information otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act.

3.0 Misuse of Complaint Process and Reprisals:

- 3.1 If there is a determination on a balance of probabilities that a complaint has been filed in bad faith, the complaint process may discontinue and disciplinary action may occur.
- 3.2 Reprisals against individuals because they have reported a complaint are strictly forbidden. Alleged reprisals will be investigated as formal complaints and, if substantiated, are subject to the same consequences as complaints of harassment.

4.0 Rights of Complainants, Respondents and Witnesses:

- 4.1 Nothing in this Procedure denies or limits access to other avenues of redress available under the law or through the filing of a grievance or through progressive discipline. Where there is such an occurrence, this process will cease until the parties and their respective representatives have met with the Superintendent of Schools/Human Resource Services to determine whether a formal investigation will proceed or whether the complainant wishes to proceed under another process. Multiple processes will not be permitted to proceed concurrently, although informal dispute resolution attempts will be permitted at any time with the agreement of the Board and the parties.
- 4.2 Prior to initiating any complaint and throughout the complaint process, complainants have a right to assistance and support. Individuals who are named as respondents in a complaint, as well as witnesses, also have a right to assistance and support throughout the complaint process. The following people may provide support:
 - parent/guardian/family member
 - professional support staff
 - employee or colleague
 - trained resource person
 - union/federation/association representative
 - religious advisor
 - translator/interpreter (if necessary)
- 4.3 Each employee has the right and is encouraged to contact his or her union/federation for assistance and advice throughout this process. Non-unionized employees are encouraged to consult with the Manager of Human Resource Services, the Superintendent of Schools/Human Resource Services, or the Director of Education.
- 4.4 'Other user' complainants should report the complaint to the appropriate supervisory or managerial personnel at the Board or, if they require assistance in reporting.

4.5 'Other user' respondents may also want to contact other appropriate personnel; for example, an employee of another organization may want to seek assistance and support from within that organization. For assistance and representation throughout the complaint process, both other user complainants and other user respondents are referred to the suggested support people listed in section 4.2.

4.6 The complainant is free to commence the complaint procedure at the formal or informal stage outlined herein (see Appendices A and B). The complainant is also free to discontinue a complaint at any time. The Board, however, may deem the circumstances worthy of further investigation and initiate its own action.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Employee Relations Directional Policy.

Director of Education:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Reviewing the Administrative Procedure with respect to workplace harassment as often as necessary, but at least annually.

Superintendents are responsible for:

- Collecting all pertinent information relating to the behaviours and the reported circumstances.

Human Resource Services is responsible for:

- Ensuring that employees are informed of this Administrative Procedure and how it can be accessed.
- Reviewing this Administrative Procedure at orientations for all employees.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Notifying Human Resource Services of workplace violent incident complaints.
- Posting this Administrative Procedure at a conspicuous place in the workplace.
- Addressing and attempting to resolve disputes in a timely fashion.
- Maintaining confidentiality in the complaint process.
- Informing witnesses while obtaining a statement, such statement will be maintained in strict confidence, subject to their ability to conduct a full and thorough investigation.

Board employees are responsible for:

- Initiating complaints if the employee believes he/she is the target of harassment or has witnessed harassment directly, have received reports of harassment incidents, or have reasonable grounds to suspect that harassment is occurring.

- Ensuring all matters are confidential, whether employee is complainant, respondent, or any other way involved with the complaint, unless legally required to report.

PROGRESS INDICATORS:

- PVNCCDSB will continue to provide a work environment in which all workers are treated with respect and dignity.
- Workplace harassment complaints will be addressed and resolved in a timely fashion.

DEFINITIONS:

Other Users - Non PVNCCDSB employees.

Reprisal - any act of retaliation, either direct or indirect.

Supervisory and Managerial Personnel - include principals, vice-principals, managers, supervisors, superintendents, and directors.

Time Limits - set out in the Board's Administrative Procedure; can be extended if, upon the determination of the Board and/or Superintendent of Human Resource Services, or designate, there is an appropriate reason for doing so, or if both parties agree. The Board adopts the one year time frame prescribed by the Human Rights Code and the Board may, at its discretion, decide not to deal with the complaint when the facts upon which the complaint is based occurred more than six months before the complaint was filed.

Workplace - any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this Administrative Procedure.

Workplace Harassment -

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment; ("harcèlement au travail")

Reasonable action taken by the Board or Manager relating to the Management and direction of employees or the workplace is not workplace harassment.

Workplace Sexual Harassment -

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; (“harcèlement sexuel au travail”)

RELATED DOCUMENTS:

APPENDIX A – Informal Complaint Resolution Process
APPENDIX B – Formal Resolution Process
APPENDIX C – Workplace Harassment Formal Complaint Form
APPENDIX D – Workplace Harassment Complaint Process Flow Chart

REFERENCES:

[Canadian Charter of Rights and Freedoms](#)
[Ontario Human Rights Code, R.S.O. 1990, c.H.19](#)
[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)
[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56](#)
[Teaching Profession Act, R.S.O. 1990, c.T.2](#)
[Ontario College of Teachers Act, S.O. 1996, c.12](#)
[The Early Childhood Educators Act, S.O. 2007, c.7, Schedule 8](#)
Code of Ethics for Catholic School Trustees
[Social Work and Social Service Work Act, S.O. 1998, c.31](#)
[Psychology Act, S.O. 1991, c.38](#)
PVNCCDSB Joint Protocol for Enhancing Positive Relationships in the Workplace
[Bill 132, Sexual Violence and Harassment Action Plan Act \(Supporting Survivors and Challenging Sexual Violence and Harassment\), 2016](#)
[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)
[Education Act, RSO 1990, c. E.2](#)



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

**Workplace Violence
Prevention**

ADMINISTRATIVE PROCEDURE
NUMBER

**AP - 509 (NEW)
AP - 413 (OLD)**

Directional Policy

Employee Relations - 500

TITLE OF ADMINISTRATIVE PROCEDURE:

Workplace Violence Prevention

DATE APPROVED: November 2017

PROJECTED REVIEW DATE: November 2018 (*Yearly*)

DIRECTIONAL POLICY ALIGNMENT: Employee Relations

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:



Strategic Priorities 2017-2020

Vision

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SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

The Board is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Board will take whatever steps are reasonable to protect workers from workplace violence.

ACTION REQUIRED:

1.0 Initiating Complaints:

- 1.1 Individuals who are victims of workplace violence, including threats of violence, may initiate a complaint. In addition, those who have witnessed workplace violence directly, have received reports of workplace violence, or have reasonable grounds to suspect that workplace violence may occur, can initiate a complaint.
- 1.2 It is the expectation of the Board that all complaints of workplace violence will be brought forward in a timely manner, and all incidents or threats of workplace violence will be investigated in a prompt, fair, consistent, thorough, and confidential manner.
- 1.3 Anonymous reports will not be entertained for dispute resolution under these Procedures. Third party disclosures will only go forward (to the formal stage) after the alleged victim is notified.
- 1.4 When workplace violence occurs or is likely to occur, employees are encouraged to act immediately and summon assistance. For threats of violence, assaults, or other violent incidents, employees should contact their supervisory or managerial personnel, if possible, or, if necessary CALL 9-1-1 immediately.
- 1.5 Where an incident or threat of workplace violence requires employees to summon immediate assistance and/or to implement any of the Emergency Plan, Emergency Response Plan, hold and secure Procedures and/or the Lockdown Plan, the complaint process will be thereafter initiated as soon as possible.
- 1.6 After requesting police involvement, and once the emergency situation is under the proper control, the particulars of the event must be detailed on the Workplace Violent Incident Report Form (Appendix B) and submitted to the principal/supervisor in a timely manner.
- 1.7 Where police have been contacted, the Board may halt its review of the incident until the police investigation is complete. There is a concern that, if the Board persists in reviewing the incident, the supervisor or manager's actions in interviewing certain witnesses or seizing property could hamper or

prejudice the police investigation. In these circumstances, the Board will defer to the police and allow them to carry out their investigation before the Board completes its investigation of the incident.

- 1.8 In the event a complaint is not substantiated, no further action will be taken, subject to the section on maintaining records. In cases where the complaint is found to be trivial, vexatious, or an abuse of the process, the complainant may be subject to disciplinary action.
- 1.9 The Superintendent of Schools/Human Resource Services will have the discretion to refer a complaint to the appropriate supervisor if he or she is of the belief that reasonable efforts may be made to resolve the dispute informally.
- 1.10 If there is need to restore a positive learning or working environment, or if the complainant and/or respondent require counselling, appropriate steps will be taken to meet such needs.
- 1.11 If the supervisor is the party alleged to be responsible for the objectionable behaviour or alleged to condone the objectionable behaviour, the complaint should be reported to the appropriate manager above the supervisor.
- 1.12 In all cases, where the Superintendent of Schools/Human Resource Services has determined that the parties have made reasonable efforts to resolve the dispute informally, and has conducted a threshold assessment to determine that a complaint should proceed, he or she will direct the appropriate supervisory and managerial personnel to take action to resolve the complaint under this Administrative Procedure.

2.0 Confidentiality:

- 2.1 All complainants, respondents, and other persons involved with the complaint processes under these procedures will ensure that all matters remain confidential. Witnesses should be informed that supervisory and managerial personnel, in obtaining a statement, will maintain such statement in strict confidence, subject to their ability to conduct a full and thorough investigation.
- 2.2 Notwithstanding, procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to respond to the allegations. This may require the disclosure of witness names and statements to the parties. Employees who are named as respondents in a complaint have a right to know in a timely manner that they are the subject of a complaint, who the complainant is, what the allegations are, and what approach to a resolution is being considered. In particular, an employee respondent has a

right to know the specifics of an allegation, including times, dates, and alleged conduct. Employee respondents will be given a copy of the complaint and given time to prepare a full and complete response to the allegations.

2.3 The Board may be required to provide information obtained during an investigation to an outside agency, such as police services, court, or tribunal that has the right to require information otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act.

2.4 All correspondence and other documents generated under these Procedures must be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in Human Resource Services. These files will be retained for a minimum of three years.

3.0 Misuse of Complaint Process and Reprisals:

3.1 If there is a determination on a balance of probabilities that a complaint has been filed in bad faith, the complaint process may discontinue and disciplinary action may occur.

3.2 Reprisals against individuals because they have reported a complaint in good faith are strictly forbidden. Alleged reprisals will be investigated as formal complaints and, if substantiated, are subject to the same consequences as complaints of harassment.

4.0 Rights of Complainants, Respondents and Witnesses:

4.1 Nothing in these Procedures denies or limits access to other avenues of redress available under the law or the filing of a grievance. Where there is such an occurrence, this process and the procedures will cease until the parties and their respective representatives have met with the Superintendent of Schools/Human Resource Services to determine whether a formal investigation will proceed or whether the complainant wishes to proceed under another process. Multiple processes will not be permitted to proceed concurrently, although informal dispute resolution attempts will be permitted at any time with the agreement of the Board and the parties.

4.2 The complainant is free to commence the complaint procedure at any stage outlined herein. The complainant is also free to discontinue a complaint at any time. The Board, however, may deem the circumstances worthy of further investigation and initiate its own action. Subject to the Ontario Human Rights Code, and to ensure the integrity of the Board's Administrative Procedure, action may be pursued in the absence of a formal complaint received from employees.

4.3 Each employee has the right and is encouraged to contact his or her union/federation for assistance and advice throughout this process. Non-unionized employees are encouraged to consult with the Manager of Human Resource Services, the Superintendent of Schools/Human Resource Services, or the Director of Education.

4.4 Prior to initiating any complaint and throughout the complaint process, complainants have a right to assistance and support. Individuals who are named as respondents in a complaint, as well as witnesses, also have a right to assistance and support throughout the complaint process. The following people may provide support:

- parent/guardian/family member
- professional support staff
- employee or colleague
- trained resource person
- union/federation/association representative
- religious advisor
- translator/interpreter (if necessary)

4.5 In the event that an employee requires assistance in completing the Workplace Violent Incident Report Form, another individual such as a union, federation, or association representative may assist in completing the Workplace Violent Incident Report Form. In such instances, the employee complainant shall sign the form to indicate their agreement with the statements made.

5.0 Domestic Violence:

If the Board becomes aware or ought reasonably to be aware that domestic violence is likely to expose an employee to physical injury in the workplace, the Board will take every reasonable precaution to protect the employee.

6.0 Formal Investigation and Resolution:

6.1 Formal complaints require an investigation of the complainant's allegations. Investigators will most often be the supervisory staff of the complainant and/or respondent unless such person(s) have a conflict of interest or require additional assistance, in which case the Superintendent of Schools/Human Resource Services, third party, or designate may be involved. Where the complainant and the respondent have different reporting structures, supervisory and managerial personnel involved will determine who the appropriate person is to take responsibility for the investigation.

6.2 In a Formal Investigation, supervisory or managerial personnel who conduct the investigation will ensure that the following steps are taken as soon as possible:

- take appropriate measures to ensure the safety of the complainant;
- notify the complainant(s), the respondent(s), and witness(es) that they are entitled to support and assistance throughout the process;
- ensure that the respondent(s) have a copy of the complaint;
- interview the complainant(s) and/or the third party reporting the complaint;
- inform the respondent(s) of the allegations and provide an opportunity for response;
- interview the respondent(s);
- interview witness(es);
- come to conclusions about whether a specific incident did or did not occur based on a balance of probabilities (The question of whether behaviour is objectionable will be assessed using objective standards.);
- provide a written summary of the findings and conclusions to the complainant and to the respondent and give them an opportunity to respond to same; and
- take appropriate action(s) to resolve the situation.
- If the respondent declines to participate in the formal investigative process, the investigation will still proceed. The respondent should be encouraged to participate in the interest of a balanced and fair process.

6.3 All formal reports filed under the Workplace Violence Prevention Administrative Procedure will be subject to an immediate threshold assessment to be conducted by the Superintendent of Schools/Human Resource Services, or designate. This assessment will determine whether the alleged conduct would, if proven, meet the definition of workplace violence.

6.4 The complainant will be advised and no further action will be taken, if the Board, following this threshold assessment, determines that the report filed:

- would not, if true, meet the definition of workplace violence;
- does not provide sufficient details of the alleged incident or threat of workplace violence, provided the complainant is given notice that insufficient details have been provided and given reasonable time to provide sufficient details; or
- is vexatious, frivolous, or trivial, has not been made in good faith or would, if investigated, constitute an abuse of the Workplace Violence Prevention Administrative Procedure.

7.0 Mediated Resolution:

7.1 Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agrees to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between the parties.

7.2 Where there is already a formal complaint being investigated under these procedures, at any time during the investigation, the parties may agree to hold the investigation in abeyance and attempt to achieve a mediated resolution.

7.3 Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. The investigator will request approval to mediate or attain a mediator when the parties have expressed an interest in a mediated resolution. (In cases where mediation is sought, Human Resource Services will provide trained mediators who are acceptable to both parties.)

7.4 Meetings required for mediation sessions will be scheduled as soon as possible and, where practical, in a time and place convenient for the complainant, the respondent, and the mediator.

7.5 When matters are resolved through mediation, the complainant and the respondent will sign a memorandum of agreement outlining the terms to which they have agreed. Supervisory and managerial personnel will ensure that the terms that the parties have agreed to have been met.

7.6 Mediation is voluntary and the complainant or the respondent may choose to withdraw at any time.

8.0 Disciplinary Actions for Employee Respondents:

8.1 The appropriate supervisor or manager may impose discipline as appropriate and consistent with the circumstances.

8.2 The principles of progressive discipline will be applied in dealing with disciplinary actions under this Administrative Procedure. These would include the following possibilities:

- verbal warning;
- written reprimand;
- suspension with pay;
- suspension without pay; or
- dismissal from employment with the Board.

9.0 Disciplinary Actions for Other User Respondents:

Actions must be determined as appropriate for the individual situation and may include such responses as a letter of disapproval and caution or warning, a revoking of permits or contracts, an issuing of a trespass warning, or other remedies as provided by the common law and/or the appropriate legislation. The involvement of the Superintendent of Schools/Human Resource Services is recommended in these cases.

10.0 Review:

10.1 A request may be made to the Director of Education to convene a Review if a complainant or respondent has one or both of the following concerns:

- the investigators did not comply with the procedures; or
- new evidence has become known after the final decision but before the expiry of a ten working days limitation period for requesting a review,

10.2 The reviewer will be appointed by the Director of Education.

10.3 No review of the final decision will be undertaken with regard to the claim that the conclusions drawn by the investigator(s) based on findings of fact were incorrect.

10.4 The reviewer will report his or her findings to the Director of Education who will affirm or amend a final decision or require that a new investigation be undertaken.

11.0 Measures and Procedures to Protect Employees from Workplace Violence:

11.1 For matters arising from the Workplace Violence Prevention Administrative Procedure, where possible, supervisory and managerial personnel will convene an emergency meeting.

11.2 Supervisory and managerial personnel will liaise with the Superintendent of Schools/Human Resource Services. The Superintendent of Schools/Human Resource Services will collect all pertinent information relating to the behaviours and the reported circumstances. If required, the specific employees may be contacted.

11.3 Supervisory and managerial personnel will evaluate the circumstances of a person's history of violent behaviour. Factors to consider include:

- Was the history of violence associated with the workplace or work?

- Was the history of violence directed at a particular worker or workers in general?
- How long ago did the incident(s) of violence occur?
- What measures and procedures are in place in the existing workplace violence program?

11.4 Supervisory and managerial personnel and the Superintendent of Schools/Human Resource Services will ensure that the relevant employees have been provided with sufficient information, which may include personal information related to a risk of workplace violence, if:

- (i) the employee can be expected to encounter that person in the course of his or her work; and
- (ii) the risk of workplace violence is likely to expose the employee to physical injury.

The supervisor will not disclose more personal information than is necessary to protect the employee from physical injury.

11.5 Measures and procedures that the Board may implement to protect employees from workplace violence include:

- contacting the police;
- encouraging employees to work and travel in groups;
- rescheduling work hours to avoid working late nights or very early mornings;
- training employees in conflict resolution and mediation strategies;
- developing a safety plan for an individual employee;
- separation of individuals in the workplace;
- monitoring a person's behaviour in the workplace; and/or
- reporting the violent incident or risk of violence and undertaking an investigation.

11.6 Incidents that involve violence or the imminent threat to the safety or security of a person will require a police response. Occurrences that require a police response include:

- physical assault causing bodily harm;
- sexual assault;
- robbery;
- extortion;
- criminal harassment;
- drug offences, including possession and trafficking in drugs;
- weapons offences;

- explosive substance;
- hate-motivated incidents; and
- threats of serious physical injury.

11.7 Where police have been contacted, the Board may halt its review of the incident until the police investigation is complete. There is a concern that, if the Board persists in reviewing the incident, the supervisor or manager's actions in interviewing certain witnesses or seizing property could hamper or prejudice the police investigation. In these circumstances, the Board will defer to the police and allow them to carry out their investigation before the Board completes its investigation of the incident.

12.0 Risk Assessment:

12.1 On a periodic basis, through an employee survey, the Board will conduct a risk assessment and determine the degree of risk for all Board employees for the following groupings:

- Staff on staff
- General Public (including parents) on staff
- Domestic Violence in the workplace

12.2 In an effort to mitigate these identifiable risks, the Board will maintain and implement the following measures and procedures:

- Emergency Response Manual
- Emergency Preparedness Policy and Administrative Procedure

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Employee Relations Directional Policy.
- Reviewing risk assessment reports periodically.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Reviewing the Administrative Procedure with respect to workplace violence as often as necessary, but at least annually.
- Appointing a reviewer where required and affirm or amend a final decision or require that a new investigation be undertaken.

Superintendents are responsible for:

- Conducting immediate threshold assessment for all formal reports.

- Collecting all pertinent information relating to the behaviours and the reported circumstances.
- Ensuring that the relevant employees have been provided with sufficient information, which may include personal information related to a risk of workplace violence, if:
 - the employee can be expected to encounter that person in the course of his or her work; and
 - the risk of workplace violence is likely to expose the employee to physical injury.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Notifying Human Resource Services of workplace violent incident complaints.
- Posting this Administrative Procedure at a conspicuous place in the workplace.
- Addressing and attempting to resolve disputes in a timely fashion.
- Maintaining confidentiality in the complaint process.
- Imposing discipline as appropriate and consistent with the circumstances.

Joint Health and Safety Committee is responsible for:

- Completing periodic risk assessments, reviewing the results and provide input to administration to support mitigation of risks.
- Submitting a summary report of risk assessments periodically to the Board of Trustees.

All Board employees are responsible for:

- Initiating a complaint if they are victims of workplace violence, including threats of violence.
- Initiating a complaint if they have witnessed workplace violence directly, have received reports of workplace violence, or have reasonable grounds to suspect that workplace violence may occur.

PROGRESS INDICATORS:

- PVNCCDSB will continue to provide a respectful working and learning environment, free from violence or threats of violence.
- Workplace violence complaints will be addressed and resolved in a timely fashion.

DEFINITIONS:

Other Users – Non PVNCCDSB employees.

Reprisal - any act of retaliation, either direct or indirect.

Supervisory And Managerial Personnel - include principals, vice-principals, managers, supervisors, superintendents, and directors.

Time Limits - set out in the Board's Administrative Procedure. Can be extended if, upon the determination of the Board and/or Superintendent of Human Resource

Services, or designate, there is an appropriate reason for doing so, or if both parties agree.

Timely - acting in an expeditious manner as soon as is possible following the occurrence of the event in question.

Violent or Threatening Behaviours - the following are examples of violent or threatening behaviour, or warning signs of such behaviour:

- a) oral, written, or non-verbal threats – or intimidation, explicit or subtle;
- b) fascination with weaponry and/or acts of violence;
- c) disrupting or obstructing any Board activities or other authorized activities;
- d) expression of a plan to hurt self/others;
- e) extreme feelings of persecution, expressed distrust, especially with those in authority;
- f) expression of extreme desperation over family, financial or personal problems;
- g) frequent and unusual interpersonal conflicts;
- h) unusual reaction to criticism of work performance;
- i) displays of unwarranted anger;
- j) violence toward inanimate objects;
- k) sabotaging projects, computer programs or equipment;
- l) holding a grudge against a specific person; verbalizing a hope that something negative will happen to him or her;
- m) knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person;
- n) coercing, enticing, or inciting a person to commit an act that is humiliating or demeaning to that person or to others;
- o) distribution of hate material and/or hate-motivated violence;
- p) any physical assault, including physical assault causing bodily harm;
- q) misappropriation, damage, defacement, and/or destruction of premises or property of the Board, or the property of others; and/or
- r) storage, possession, or use of a firearm, explosive substance, or other weapon, flammable solvents, bio-hazardous, volatile, or poisonous materials.

Workplace - any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this Administrative Procedure.

Workplace Violence - as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

RELATED DOCUMENTS:

APPENDIX A: Workplace Violence Prevention Flow Chart
APPENDIX B - Workplace Violent Incident Report Form

REFERENCES:

[Canadian Charter of Rights and Freedoms](#)
[Ontario Human Rights Code, R.S.O. 1990, c.H.19](#)
[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)
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[Teaching Profession Act, R.S.O. 1990, c.T.2](#)
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PVNCCDSB Joint Protocol for Enhancing Positive Relationships in the Workplace
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[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)
[Education Act, RSO 1990, c. E.2](#)



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE
**Occupational Health
and Safety**

ADMINISTRATIVE PROCEDURE
NUMBER
**AP- 512 (NEW)
AP- 405 (OLD)**

Directional Policy
Employee Relations - 500

TITLE OF ADMINISTRATIVE PROCEDURE:

Occupational Health and Safety

DATE APPROVED: November, 2017

PROJECTED REVIEW DATE: November, 2018

DIRECTIONAL POLICY ALIGNMENT: Employee Relations

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:



Strategic Priorities 2017-2020

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Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

The Board is committed to providing a safe and healthy working environment for all employees and shall comply with the responsibilities placed upon employers by the Occupational Health and Safety Act.

ACTION REQUIRED:

The Board will take every precaution reasonable to protect the health and safety of workers. This shall be accomplished by ensuring the development of health and safety policies, procedures and programs to support this objective.

As workplace health and safety is a joint responsibility, the board and all of its employees are to act in compliance with the requirements of the Occupational Health and Safety Act.

The Board recognizes and endorses the Internal Responsibility System philosophy, whereby all workplace parties share the responsibility for health and safety. The Occupational Health and Safety Act defines responsibilities for the employer, the supervisor, workers, and the Multi-workplace Joint Health and Safety Committee.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Employee Relations Directional Policy;
- Reviewing the Occupational Health and Safety Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with this Administrative Procedure;
- Reviewing this Administrative Procedure annually;
- Providing a semi-annual report on health and safety issues at a regular meeting of the Board.

Superintendent of Human Resource Services is responsible for:

- Implementing and operationalizing this Administrative Procedure;
- Ensuring the provision of health and safety orientation sessions for newly appointed principals, managers, and supervisors;
- Maintaining and supporting the Multi-Workplace Joint Health and Safety Committee (herein after referred to as the JHSC);
- Ensuring the JHSC establishes a Terms of Reference and maintains Ministry of Labour approval of such.

Superintendents, Principals, Managers and Supervisors are responsible for:

- Ensuring compliance with health and safety training, legislation, policy, procedures and programs;
- Receiving health and safety concerns, investigating the concerns, and responding with appropriate corrective actions;
- Advising staff of potential hazards in their place of employment;
- Investigating accidents and taking steps to prevent recurrence.

Workers are responsible for:

- Protecting personal health and safety by working in compliance with legislation and with safe work practices and procedures established by the board;
- Immediately reporting to their supervisor any safety hazards of which they become aware.

Joint Health and Safety Committee is responsible for:

- Adhering to the responsibilities delegated under the Occupational Health and Safety Act and contained within the Multi-Site JHSC Terms of Reference approved by the Ministry of Labour.

PROGRESS INDICATORS:

- Ensuring the JHSC reports periodically to Director as defined in the Terms of Reference;
- Addressing and resolving Occupational Health and Safety concerns in a timely fashion.

DEFINITIONS:

WORKER - as defined under the Occupational Health and Safety Act

RELATED DOCUMENTS:

[Terms of Reference – Joint Health and Safety Committee](#)

REFERENCES:

[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)

[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)

[Terms of Reference – Joint Health and Safety Committee](#)

B.7.

Recommended Action:

That the Policy Development Committee recommend to the Board the amended Administrative Procedures – ***#508 – Workplace Harassment Prevention, #509 – Workplace Violence Prevention, and #512 – Occupational Health and Safety,*** be received and posted under Directional Policy – ***#500 – Employee Relations.***