

FORM 552-3 – SEXUAL MISCONDUCT PROCEDURES, CHECKLIST & RESPONSE PLAN: STUDENTS 12 YRS OF AGE & UNDER

If a student in a district school discloses abuse (or if there is suspected abuse), report the situation immediately to the Ministry of Children and Family Development at 1-800-663-9122.

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

Complainant's Name:		School Name:	
Date of Birth:		Indigenous:	
Grade:		Designation:	
Age:		Date of Incident:	
Gender:		Incident Location:	
Parent/Guardian:		Parent/Guardian:	
Address:		Address:	
Phone #:		Phone #:	

Procedures:

Once a report of sexual misconduct is received, the Principal or Supervisor **must** complete this **Appendix - Sexual Misconduct Procedures, Checklist & Response Plan: Students 12 Years of Age and Under** and submit it to the Safe Schools Coordinator:

1. Complete other processes, such as a Baseline Digital Threat Assessment (BDTA) for worrisome behaviour, as advised by the Safe Schools Coordinator.

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

1. Be there for the complainant in a supportive capacity;
2. Provide compassion and understanding. Recognize that the complainant may have difficulty remembering details and may be delayed in coming forward with the allegations. This is normal when a traumatic event has occurred
3. Listen without judgement;
4. Respect the rights of the complainant to choose the services they feel are appropriate, including their decision to make a report to the police. As the complainant is a student, the district is obligated to report to the police and to MCFD;
5. Let the complainant, respondent, third party or witnesses know of their right to and responsibility for confidentiality. Advise them that while their information is

confidential, the school district is obligated to share it with certain agencies or persons such as the RCMP, MCFD/Delegated Authorized Agencies and parent/guardian (as appropriate) and the respondent.

Administrative Checklist

Immediate Action by Principal or Designate

Actions to take:	Notes/Phone Numbers:	Done:
Receive/gather facts and basic information from the complainant and the respondent.		☐
Ensure the safety of the complainant and determine if medical attention is required. Contact School Protection Plan to report an injury if applicable.	Call 911 if urgent police and/or medical attention is required	☐
Develop a Response Plan for the complainant and do not return the complainant or the respondent(s) to class until the Response Plan is developed.		☐
Determine if the student is indigenous. If yes, contact the Director of Instruction – Indigenous Education.		☐
Contact the Safe Schools Coordinator to determine appropriate protocols.		☐
Contact the parent/guardian of the complainant.		☐
Contact the parent/guardian of the respondent.		☐
Follow the Administrative Procedure AP 501: Duty to Report Suspected Child Abuse and Neglect		☐
Contact the Ministry for Children and Families or Delegated Authorized Agency (Contact Centralized Screening, School Liaison or Local Office)	MCFD: 1-800-663-9122	☐

Supports and Ongoing/Follow up Procedures

Actions to take:	Notes/Phone Numbers:	Done:
Refer the complainant to appropriate mental health services.		☐
Refer the respondent to the appropriate mental health services.		☐
Advise the parent/guardian of available community services through Child & Youth Mental Health or victim services.		☐
Please be aware this is not an exhaustive list.		
Provide the complainant's and the respondent's parent/guardian with a link or a hard copy of the School District's policies and administrative procedures.		☐
Provide the parent/guardian with your contact information and establish meeting times (in person or by telephone) for ongoing communication.		☐
Provide an overview of additional processes used such as the Baseline Digital Threat Assessment (BDTA) for worrisome behaviour or others to develop intervention plans.		☐
Provide information on how a process can be appealed.		☐
Monitor the complainant's Response Plan.		☐
Continue to make contact with the complainant and their parent/guardian. Schedule a follow-up meeting.		☐

Response Plan

Knowledge of this Response Plan should be determined on a "need-to-know" basis ensuring protection of privacy for the Complainant. Do not return the Complainant or the Respondent to class until this plan is completed and has been communicated to all persons requiring knowledge of it. There should be no duplicate copies of this document kept at the school. This document should be stored in a secure location, such a locked file cabinet in the administrator's office designated by the School Administrator. One copy must be sent to the Safe School Coordinator.

School & Community Action Plan

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

Specifics of the School and Community Plan:

Date of Plan: _____

Individuals Involved in Developing Response Plan

Principal or Vice-Principal Name:

Classroom Teacher Name:

Parent/Caregiver or Guardian Name

Other/Agency Name

Other/Agency Name

Other/Agency Name

List other staff/positions that may need to participate in the implementation of this response plan

Staff Member	Position

Response Plan Review:

Date:	
Time:	
Location:	