

APPENDIX B: Protocol for Reporting and Investigating Concerning Behaviour

This chart outlines the protocol to follow when information is brought forward regarding concerning behaviour of a staff member or an individual associated with the school board involving a student.

A student/parent/guardian/community member/other Board employee brings forward information to the principal/supervisor regarding concerning behaviour of a staff member or an individual associated with the school board involving a student.

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The reporting individual completes Appendix A - Form for Reporting Concerning Behaviour and provides a copy of it to the principal/supervisor and they review the concern with them so that any additional details or clarification can be provided.

The principal or supervisor the keeps a copy of the completed form and sends a copy to the Superintendent of Human Resources.

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The principal or supervisor consults with their Family of Schools Superintendent and with the Superintendent of Human Resources or designate to discuss next steps.

The principal or supervisor communicates as appropriate with CAS and police and completes necessary school follow-up in consultation with their Family of Schools Superintendent.



