

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<p><i>Use of Assistive Devices by the General Public</i></p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy ACE</p>

I. OBJECTIVE

To establish protocols that will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, including, but not limited to the use of assistive devices.

2. DEFINITIONS

Assistive Device is any device used by people with disabilities to help with daily living. Assistive devices include a range of products such as:

- Amplification devices that boost sound for listeners who are hard of hearing without reducing background noise
- Communication boards used to communicate using symbols, words or pictures
- Electronic communication devices
- Electronic notebooks or laptop computers
- Hearing aids
- Oxygen tanks
- Personal data managers
- Scooters
- Speech-generating devices that “speak” when a symbol, word or picture is pressed
- Walker
- Wheelchairs
- White canes

3. DIRECTIONS

- a) Supervisors, Principals and Managers will ensure that all staff, volunteers and others dealing with the public are properly trained how to interact with people who may use assistive devices while accessing School Division services.
- b) Training will be focused on how to interact with people using assistive devices rather than on the technical use of the assistive device.

- c) Students and staff will have separate and specific procedures related to their personal use of assistive devices.
- d) The Division's public website and every school website will indicate that all LRSD facilities provide services that respect the independence and dignity of people with disabilities and offer services that include the use of assistive devices.
- e) The Division's website and school websites, as applicable, will indicate the availability of assistive devices provided by the Division or school to assist in provision of services to people with disabilities.
- f) All Division facilities that are open to the public will post information on the front office/reception area that welcomes the use of assistive devices and encourages users to seek support from staff and volunteers as required.
- g) All Division facilities that are open to the public will post information in the front office/reception areas that indicates the availability of assistive devices, if applicable, and encourages potential users to seek support from staff and volunteers as they require it.

4. TIPS FOR HELPING SOMEONE WITH AN ASSISTIVE DEVICE

- a) Many users of LRSD services and facilities who have disabilities will have their own personal assistive devices.
- b) *Key Point to Remember:* One should not touch or handle an assistive device without permission
- c) If you have permission to move a person in a wheelchair, remember to:
 - i. wait for and follow the person's instructions;
 - ii. confirm that the person is ready to move;
 - iii. describe what you are going to do before you do it;
 - iv. avoid uneven ground and objects that create a bumpy and unsafe ride; and
 - v. practise consideration and safety: do not leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors.
- d) Do not move items or equipment, such as canes and walkers, out of the user's reach.
- e) Respect personal space. Do not lean over a person with a disability or lean on their assistive device.
- f) Let the person know about accessible features in the immediate environment (automatic doors, accessible washrooms, etc.).

REFERENCES:

- Toronto District School Board:
<http://ppf.tdsb.on.ca/uploads/files/live/88/1763.pdf>