

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<h2 style="margin: 0;">Staff Interactions with Students: Prohibited Conduct</h2>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy GBEBB</p>

Purpose

The intent of Policy GBEBB is to prevent exploitation, abuse, and grooming of students through misuse of professional authority. It is not intended to prohibit normal family, community, or pre-existing relationships that are unrelated to a staff member’s professional role.

Definitions

Throughout this administrative protocol, the following definitions apply:

- “staff” and “staff members” encompass all employees and volunteers within the school setting (ex: teachers, educational assistants, secretaries, volunteers, principals, custodians, bus drivers, librarians, clinicians, coaches, crossing guards, before- and after-school program staff, maintenance staff, and so on)
- “student” refers to a pupil currently enrolled in the Louis Riel School Division whose relationship with the staff member arises from or is connected to a staff member’s professional role
- “usual staff–student relationship” refers to interactions that are age appropriate, professional, transparent, and connected to educational or supervisory responsibilities, including extracurricular activities

Introduction

Staff members occupy a position of trust and owe a duty of care to students entrusted to them. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff shall discuss with their Principal or Supervisor whenever they are uncertain whether conduct would be considered a violation of Policy GBEBB.

Prohibited Conduct

The following examples of prohibited conduct are provided to assist in the understanding of the Board’s intent in its expectations of staff when interacting with students. The examples provided are not considered to be all inclusive.

- Any type of sexual or inappropriate physical contact with students or any other conduct that violates [Policy ACF/ACG – Interpersonal Relations and Resolution of Concerns about Harassment/ Discrimination](#).
- Meeting with a student outside the school grounds without prior consent of the student’s parents or guardians, except for school sponsored activities. Incidental or unavoidable contact between staff and students in community settings (e.g., grocery stores, sporting events, cultural or faith gatherings) does not, in itself, constitute inappropriate conduct, provided no deliberate, exclusive, or role inappropriate interaction is initiated.
- Singling out a particular student or students for inappropriate personal attention and friendship beyond the usual staff-student relationship.
- Maintaining contact with a student outside of school by telephone, letters or any electronic format, including social media, beyond the usual staff-student relationship. When communicating

with a student by electronic means, staff must use their divisional account and a platform approved by the Division, such as Outlook or Teams. (Exceptions may apply during school trips involving international travel.)

- Sharing personal, family, or work issues beyond the usual staff-student relationship.
- Asking or encouraging students to keep specific information or incidents from their parents or guardians.
- Engaging in sexual banter, allusions or innuendo with a student or students.

Policy Violations

Violation of this policy will lead to discipline up to and including termination in accordance with [Policy GCQF/GDQD – Progressive Discipline: Teaching & Non-Teaching Staff](#).

Reporting Violations

As mandated by [The Child and Family Services Act](#), any person who has information that leads the person to reasonably believe that a child is, or might be, in need of protection (see section 17 of the Act) has a legal obligation to report this information to a child and family services (CFS) agency or, if deemed appropriate (see subsection 18(1.1) of the Act), to the parent(s) or guardian(s). These legal requirements supersede all internal organizational policies and procedures. Where a child is in immediate danger, call 911. For further information, see [Policy JLF – Reporting Concerns about a Child in Need of Protection](#).

Failing to promptly report suspected child abuse is a serious offence under The Child and Family Services Act, and carries a maximum penalty of \$50,000 or imprisonment of 24 months, or both. School staff who fail to meet their duty to report abuse may be subject to disciplinary consequences as outlined above. Additional consequences may be imposed by relevant licensing bodies, if applicable.

The Louis Riel School Division acknowledges the Pembina Trails School Division as a source for the development of this administrative protocol.