



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO STUDENTS IN SCHOOLS

POLICY NO: S.S.04

**Date Approved:**January 29<sup>th</sup>, 2015

June 2007

**Date of Next****Review:**

2023

**Dates of Amendments:**

June 2007

January 29, 2015

**Consolidated in the current Policy:**

~~S. 13 Approved Access to Schools by Individuals and Organizations~~ ~~S. 15 Access to Pupils~~

~~A. 13 Distribution of Advertisements~~ ~~A. 19 Distribution by Outside Agencies~~ ~~A. 25 Advertising in Schools~~

~~S. 01—School Volunteers~~

**Cross References:**

O. Reg 474/00 Access to School Premises

O. Reg 521/01 Collection of Personal Information Education Act, Section 53

Education Act Part XIII, Behaviour, Discipline and Safety ~~Education Act Part X,~~  
clause 265 (1) (m)

Education Act Sections 212 and 471/07

~~Education Act, Reg. 298 sec. 11.1 (a)~~

and (b)

PPM 149 Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service

Professionals, and Paraprofessionals

~~S. 16 Access to Pupil Information~~

~~H.M. 24 Catholic Equity and Inclusive Education~~

H.M 25 Involvement in Municipal, Provincial and Federal

Elections Toronto Police/School Board Protocol

S.S. 14 Trespass

B.R. 05 Permits

S.M. 04 Fundraising in Schools **S.S 09 Code of Conduct TCDSB Volunteer**

**Manual**

Institute for Catholic Education *Guidelines for Partnership in Catholic Education*

Protocol for Clergy and Laity Visiting the Archdiocese of Toronto CASL

(Canadian Anti-Spam Legislation)



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## Appendix

Appendix A

~~Protocol for Access to Pupils~~

~~Guiding Principles for Access to Schools and Students~~

**Protocol Governing Access to Students in Schools**

Appendix B

~~Safe Schools—Principal's Guideline to Parents at School~~

**All Candidates Meeting In Schools Guidelines**

~~Appendix C—~~

~~All Candidates Meeting Guidelines~~

### Purpose:

This policy affirms the need for students, **teachers**, staff and parents to feel safe in their school community. ~~and to have confidence that those individuals or groups granted access to schools and students are consistent with the vision and mission espoused in our Multi-Year Strategic Plan.~~ The purpose of this policy is to outline the steps to be followed where an individual or organization requests access ~~is permitted~~ to schools and school sites ~~operated by the Board~~ **or other Board premises.**

### Scope and Responsibility:

This Policy ~~extends~~ **applies** to all visitors, organizations, or other individuals accessing or seeking access to Toronto Catholic District School Board schools or other TCDSB premises. The Director of Education, **supported by the**



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**Superintendent of Safe Schools and school Principals**, is responsible for this policy

### **Alignment with MYSP:**

Fostering Student Achievement and  
 Well-Being Living Our Catholic Values  
 Strengthening Public  
 Confidence Inspired and  
 Motivated Employees

### **Financial Impact:**

Generally there is no significant financial impact on the TCDSB except to maintain building security requirements. Following sound professional judgement in the implementation of the policy and protocol outlined, will mitigate any legal liability which may carry financial implications.

### **Legal Impact:**

The Education Act requires school boards and all schools of a board to maintain a positive and safe learning environment. The policy enables Principals and senior TCDSB staff to exercise judgement guided by the principles and protocols established through this policy. Schools may maintain local school practices to govern access of visitors, organizations or other individuals to Toronto Catholic District School Board schools or other TCDSB premises. When local school practices may be compromised, steps must be taken to protect the safety of pupils, teachers, school staff and other members of the school community. Failure to follow the policy or protocol could expose the



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~~TCDSB to legal liability.~~

### Policy:

The Toronto Catholic District School Board encourages access **visits** to the schools and school sites **other Board premises**, ~~operated by the Board,~~ from those with a statutory right of access and from those whose ~~outreach, presence, involvement or provision of services~~ will be of benefit to the pupils and/or staff. ~~Direct or indirect access to or interviews with pupils of the TCDSB, other than by staff or consultants to the Board, shall only occur with the prior consent of the parent given to the Principal, who will be supported by the Guiding Principles and Protocol found within this policy.~~

Access to school premises both during and after school hours shall also be governed by the Board Permit Policy **B.R.05** and procedures.

### Regulations:

1. The Board recognizes that the following persons are permitted to be on school premises pursuant to the Education Act and Ontario Regulation 474/00, Access to School Premises:
  - a. A person enrolled as a pupil;
  - b. A parent or guardian of such pupil;
  - c. A person employed or retained by Board;
  - d. A person who is otherwise on the premises for a lawful purpose;
  - e. A person who is invited to attend an event, a class or a meeting on school premises, provided the person is on the premises for that purpose;



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- f. A person who is invited onto school premises for a particular purpose by the Principal, a Vice-Principal or another person authorized by the Board policy provided the person is on the premise for that purpose;
  - g. A trustee of the Board;
  - h. A Member of the Provincial Legislature for the school in his/her constituency; or
  - i. A member of the clergy for the Archdiocese of Toronto who has pastoral charge of the area in which the school is situated.
2. **Where permitted by law, the following** persons who may seek to have access to or to interview pupils enrolled in Board schools, other than school staff and Board consultants, **are include:**
- a. Custodial parents, guardians and their identified delegates;
  - b. Non-custodial parents;
  - c. Police;
  - d. Public Health Nurses;
  - e. Immigration officers ~~in accordance with policy S-18;~~
  - f. Children's Aid Societies;
  - g. Others, as deemed appropriate **and as approved by the Principal.**

Before permitting access, it is the responsibility of the Principal to ascertain the aforementioned category into which the person seeking such access may fall, and to apply these Regulations and related Protocols/Guidelines accordingly.

3. Given the obligation of the Board, the Principal, the teachers, and other staff, to safeguard the welfare of the students in appropriate cases, the Principal must be satisfied that the visitor is the person who he/she



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purports to be and that, **if required by law**, the appropriate **vulnerable sector** criminal background check in accordance with O. Reg 521/01 has been done **provided to the Principal and appropriate TCDSB department(s)**. Unless the visitor is known to the Principal, proper identification should, with sensitivity and discretion, be insisted upon.

This may be accomplished, among other ways by:

- a. Personal identification of the visitor by someone in the school;
- b. Production of a driver's license licence; and**
- c. Verification of information given by the visitor against information contained in school records.
- ~~d. In the case of an immigration officer, a legally valid authorized order for the apprehension of the pupil.~~

4. Visitors not known to the administration of the school shall be requested to produce proper identification and to follow locally established school access procedures, including reporting to the office upon arrival. Such persons will be requested to sign the Visitor's Book, stating name, address and reason for the visit. **Visitors known to the administration shall also follow locally established school access procedures, including reporting to the office upon arrival. Such persons will be requested to sign the Visitor's Book.**

5. Those individuals who are permitted on school premises in accordance with regulation 1 are not entitled to have access to all areas of the school premises. The Principal shall determine access to pupils in a classroom., ~~governed by and in accordance with Appendix A, Protocol for Access to Pupils.~~

**6. A pupil subject to suspension or expulsion is denied access to the**



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**school and to all school-related activities or events.**

7. In accordance with O. Reg. 474/00, where a Principal, Vice-Principal, or another individual with delegated authority concludes that a person's continuing presence on school premises is detrimental to the safety or well-being of anyone on school premises, that person is not permitted to remain on school premises.
8. The Director, the appropriate supervisory officer, the Principal or a teacher following consultation with the Principal, may invite visitors to make instructional or other presentations to and for the benefit of the pupils or the staff of the school. Presentations must be in harmony with the Ontario Catholic School Graduate Expectations and ~~be in harmony~~ with the Mission and Vision Statement and Multi-Year Strategic Plan of the TCDSB. For this reason, appropriate staff is required to scrutinize the aims, objectives and methods of those invited to make presentations in the school. *Guiding Principles for Access to Schools and Students* **Protocol Governing Access to Students in Schools** is found in Appendix A.
9. The Principal, ~~will normally cooperate~~ **where appropriate, may permit** with a custodial parent or guardian ~~who wishes to visit with one or more of his/her children at the school. This cooperation will generally be extended to a person who has been authorized by the custodial parent/guardian to act in his or her place. Such authorization must have been received in writing or verbally by school administration.~~ **Any such visits should be undertaken with the aim of minimizing disruption to the child's school day and routine.**
10. The Board permits access to students by the Toronto Police Service in accordance with the Police/School Board Protocol. ~~Where Police wish to~~



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~~interview a student, whether as a suspect, victim, or witness, the following rules apply:~~

- ~~a. The Principal will promptly contact the parent or guardian to advise of the Police request for the interview and invite the parent or guardian to be present.~~
- ~~b. Where the Police request that the parent or guardian of the student not be advised of the Police request for the interview, the Principal may permit an interview to take place in the school and without prior parental consent if the Principal is of the view that her/his discretion should be exercised in that way in accordance with the Police/School Board Protocol.~~
- ~~c. In some cases, the student may prefer to have a teacher, guidance counsellor, or Principal present during a Police interview or when making a statement. When it is determined that the parent or guardian cannot or will not be contacted prior to the interview, the student shall be advised that he or she may request that such person be available to the student to attend and act in loco parentis during the interview. The Police have an obligation to advise a student of his or her rights under the Charter of Rights and Freedoms and the Youth Criminal Justice Act. As part of this duty to act in loco parentis, the Principal, teacher, guidance counsellor or other person present at the interview can request the Police officer to explain these rights to the student.~~

11. The Canada Border Services Agency (the "CBSA") is not a signatory to the Police/School Board Protocol, but has advised the Toronto Catholic District School Board that it will respect the Protocol.





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12. CBSA officers will only enter a school for reasons of national security or serious criminality. These exceptional circumstances will require approval from a senior CBSA official.
13. ~~In the case of~~ **The Regulations of this policy apply to** a student who is a ward of the Crown or a children's aid society, ~~all of the above Regulations that deal with the access to the student apply.~~ Children's aid societies have ~~an~~ **a legal** obligation ~~by law~~ to afford protection to children in need thereof, and for this purpose, have the power to apprehend such children. Staff should consult the specific policies **and protocols (including the Police/School Board Protocol)** of the Board related to these matters. ~~When investigating suspected child abuse, the Abuse Team (Children's Aid Society and Police Officer) may determine that it is in the child's best interest that the interview take place without prior knowledge, presence and consent of the parents. Staff should consult policy S.17, Suspected Child Abuse Reporting, for further details.~~
14. Between provincial elections, the Governing Party shall have the ability to hold announcements in our schools related to Education and Early Childhood policies. Requests for access shall be made through the Director of Education prior to the event.
15. During a writ period of a federal or provincial election, no political ~~parties~~ **party** may make public announcements in TCDSB schools.
16. The Board continues to encourage political awareness during election campaigns by means of "all-candidate meetings" for its secondary school students. These may be organized during the school day with the



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permission of the Principal and Superintendent. Such meetings are to be conducted under the *All Candidate Meeting Guidelines*. (See Appendix B).

17. The school Principal will inform the local school trustee, prior to the visit, of notable invited visitors to the school in accordance with policy S. 02, School Events Communications and Invitee Protocols.

18. ~~Materials submitted for distribution~~ **Any communications, including communications pertaining to community events, approved for distribution by the Principal** must be consistent with the mission and vision of the Toronto Catholic District School Board and the teachings of the Catholic Church.

19. In situations where access to schools is for the purpose of fundraising, all ~~procedures~~ **fundraising** shall be in accordance with Board Policy S. M. 04, Fund Raising in Schools and consistent with Canadian Anti-Spam Legislation (**"CASL"**).

20. ~~Not for Profit individuals and organizations should follow the TCDSB Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessional. Not for Profit individuals and organizations which fall outside of this protocol may approach the school Principal or appropriate central staff (Program Coordinators or above) for approval for access, provided the students receive a beneficial learning experience. Requests by individuals or organizations shall then be vetted according to the Protocol, Criteria and Guiding Principles found in Appendix A External health or social service agencies, professionals or paraprofessionals are required to follow the TCDSB Protocol for Partnerships with External Agencies for Provision of~~



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Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessionals.

~~21. For Profit Individuals and Organizations who wish to work with schools should be referred to the Partnership Development Department for consideration.~~

22. ~~For Profit Individuals and organizations who wish to work with schools~~ **on a Board-wide basis** ~~should~~ **are to** be referred to the Partnership Development Department ~~for consideration.~~

23. A Principal may use volunteers in the school to assist teachers with school activities:

- a. Volunteers will perform such duties as assigned by the Principal. ~~and without remuneration.~~
- b. All volunteers who will be assisting students on a regular **and continuous** basis, ~~and/or including~~ on an overnight excursion, will be **are** required to complete a ~~Volunteer Registration Form and a Confidential Information and Communications Form as found in the TCDSB Volunteer Manual and shall be required by the Principal to submit a current Criminal Background Check~~ **submit a current vulnerable sector criminal background check** before the commencement of the **volunteer** assignment.
- c. **All volunteers will comply with the TCDSB Volunteer Manual.**
- d. Parent volunteers ~~may not be~~ **are not** permitted to work in the classroom of their own child on a regular basis, subject to the discretion of the Principal.
- e. The cost of the background check is at the volunteer's expense,



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although Principals have the discretion to assume the costs when deemed appropriate. The local Catholic School Council may also choose to fund the cost.

- f. Volunteer coaches must abide by the Ontario **Physical Education (OPHEA)** Safety Guidelines for the particular athletic activity and Board policies. ~~polices as posted on the Board's website.~~

~~24. The board will maintain a database in which Principals can record those outside agencies that have gained access to the school(s), and can make note of any individual or organization that they would recommend against returning. The *Protocol for Approval for Access* notwithstanding, the board reserves the right to revoke permission to any individual or group that, based on feedback or lived experience, the board deems to be inappropriate and/or inconsistent with our TCDSB Access to Schools Guiding Principles.~~

## Definitions

### Access:

~~Access may include but is not limited to distribution of materials, presence, involvement or provision of services to students.~~

### School Climate

~~The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.~~



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**Central Staff:**

For purposes of this policy, central staff are understood to be Program Coordinators Superintendents, Communication Department Staff, Associate Director or Director.

**Evaluation & Metrics:**

1. Anonymous school climate surveys conducted **annually with students.**  
**Parent voice survey conducted regularly.** with Parents and Staff at least every two years.
2. ~~Safe Schools data: Reporting Forms – Part I, Trespass Notices, Denial of Access Notifications, Suspensions, Expulsions, Visitor Notification Information.~~
3. ~~Database of Individuals or Organizations working with schools and students (presentations).~~