



Department: Human Resources
Section: Employee and Labour Relations

The Annapolis Valley Regional School Board believes that for the protection of school community members, including students, and to ensure due process for the employee all allegations of abuse by an employee are to be investigated in compliance with:

- applicable legislation such as the ***Children and Family Services Act (Nova Scotia)***;
- collective agreements and terms and conditions of employment.

The investigation must also respect the employer-employee relationship and include an opportunity for:

- due process;
- an objective, unbiased investigation;
- confidentiality of employer-employee issues;
- protection of the employee from harassment; and
- reasonable conclusions/outcomes of any investigation.

The ***Children and Family Services Act (Nova Scotia)***, and the Reporting of Child Abuse Policy require suspected child abuse to be reported to the appropriate child welfare agency or police.

Specifically

- 1.0 The Board, through the Human Resources Department, is responsible for ensuring that all school community members, including employees, board members, parents, volunteers, community groups, parent organizations or others having contact with students in the school system, understand their rights, role and responsibilities with respect to investigation of allegations of abuse by an employee.
- 2.0 Allegations of abuse by an employee should be reported to the employee's immediate supervisor.
- 3.0 The immediate supervisor is responsible for reporting the allegation to the appropriate agency and to the Director of Human Resources or designate.
- 4.0 If the allegation involves a student, then the immediate supervisor will not conduct any further investigation until a report has been received advising that the external investigation has been completed.
- 5.0 If the allegation does not involve a student or a child as defined by the ***Children and Family Services Act (Nova Scotia)***, then the Director of Human Resources will be responsible for ensuring that an objective and unbiased investigation is conducted.
- 6.0 If the investigation concludes that the allegation is false and the employee is exonerated, then the employee and immediate supervisor will be so advised in writing. Copies of such documentation shall be included in the employee personal file.

- 7.0 If the investigation concludes that the allegation is true, then appropriate disciplinary action will be taken up to and including termination of the employee.
- 8.0 All information will be dealt with on a confidential basis.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: April 6/04
Ref: AP 305.13
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Revised: