CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO

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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.

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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.

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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.