

# *Christ the Teacher Catholic Schools*

## ADMINISTRATIVE PROCEDURES

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| <b>SECTION:</b>   | 300 - STUDENTS                                       | <b>CODE:</b> | AP 351 |
| <b>PROCEDURE:</b> | <b>STUDENT INTERVIEWS BY POLICE OR CHILD WELFARE</b> |              |        |

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### BACKGROUND

The Division believes that it must cooperate with law enforcement officers and Child Welfare workers when their duties bring them to a school in the best interests of children.

### Definitions

**Interview** means an informal conversation with a student where the possibility of school sanctions or legal ramifications do not exist for that student. Based on the nature and duration of the interview and the age of the student, parents may be informed of the interview at the discretion of the principal.

**Investigation** means a formal interrogation of a student where the possibility of school sanctions or legal ramifications exist for this student as a result of this conversation.

**Arrest** means the act of taking the suspect into custody.

### PROCEDURES

1. Only school personnel, the legal guardian of the student, law enforcement officers (local police officers, RCMP, police resource officers) and, in some circumstances, Child Welfare authorities may investigate a student on school premises.
2. Any breach of this administrative procedure must be immediately reported to the Director of Education.
3. **Law Enforcement/Police Investigations**
  - 3.1 When a law enforcement officer finds it necessary to investigate a student during school hours, the officer will report to the principal and make known the purpose of the visit.
  - 3.2 After the law enforcement officer has made known the purpose of the visit, the principal will contact the parents to advise them of the presence of the officer and the request of the officer to investigate the student. The principal will then tell the officer whether the parent and the principal will permit the investigation with the child.
  - 3.3 For students under twelve (12) years of age, once parental consent has been obtained, the principal will bring the student to the office. The investigation will take place in the presence of the principal and the parent if the parent chooses to attend.

- 3.4 For students twelve (12) to seventeen (17) years of age:
- 3.4.1 Once parental consent has been obtained, the principal will bring the student to the office. The investigation will take place in the presence of the parent or, if the parent chooses not to attend, an adult as selected by the student (see clause 5.3 below). The principal does not automatically have the right to be present.
  - 3.4.2 If the student requests that the principal or another staff member be present during the investigation, it is desirable that the individual comply. However, the staff member is not obligated to accept. If the request is refused, the student may select another adult to be present.
  - 3.4.3 The principal may request to be present as a silent observer. If the principal makes such a request, the law enforcement officer is responsible for informing the student of the request. If the student does not consent, the principal may:
    - 3.4.3.1 Let the investigation go ahead; or
    - 3.4.3.2 Request that the investigation be moved from the school premises.
  - 3.4.4 Before removing a student from the school, the law enforcement officer should communicate by telephone with the parents and inform them of the course of action taken.
- 3.5 The law enforcement officer is responsible to state that:
- 3.5.1 The student is under no obligation to give a statement.
  - 3.5.2 Any statement given by a student may be used as evidence in proceedings against the student (if the student is twelve (12) years of age or older).
  - 3.5.3 The student has the right to consult with counsel or a parent; or, in the absence of a parent, an adult relative; or, in the absence of a parent and adult relative, another appropriate adult of the student's choice.
  - 3.5.4 Any statement made by the student must be made in the presence of the person identified in 5.3.
- 3.6 In the event that an immediate arrest of a student on school property is necessary, the law enforcement officer should proceed as per the *Criminal Code* and advise the principal and parents of the arrest as soon as possible.

#### **4. Child Welfare Investigations**

- 4.1 When a Child Protection Worker or law enforcement officers wish to visit a school for the purpose of investigating alleged child abuse or neglect, they shall report to the office of the principal, provide adequate identification and make known the purpose of their visit. In all cases of child sexual abuse or physical abuse causing bodily harm, Child Protection workers are required to notify the police, who will investigate to determine whether charges should be laid. Joint investigations involving both Child Protection workers and law enforcement officers may occur.
- 4.2 To enable the student to speak freely and openly to the investigators, it is usually appropriate for the student and the investigators to be alone. Occasionally a student may request or require the reassuring but non-participating presence of a familiar staff member; therefore, there may be instances when the principal and the investigators agree that a school representative should be present during the investigation.

- 4.3 The principal shall not notify the parents about an investigation. The responsibility for notifying parents about an investigation is that of the investigators. While it is important for parents to learn promptly that an investigation is underway, a greater concern is that the student be protected from possible abuse. Thus, in cases where intra-familial abuse may be suspected, parent notification by the investigators normally follows an initial contact with the student.
- 4.4 The principal shall clarify with the investigators when contact with the parents will be made, particularly when an investigation begins near the end of a school day, as the student's return home may be delayed. If investigators have not contacted the parents and the parents call the principal indicating that the student has not yet come home, the principal will provide investigators' names and telephone numbers.
- 4.5 The principal shall keep a written record including the identity of the investigators and their reasons for being at the school. The record shall be kept in a secure place other than the student's file until such time as is deemed appropriate to destroy the information.
- 4.6 Investigators may wish to interview school personnel having regular contact with the student or having other specific information pertinent to the investigation. The principal will assist by identifying and facilitating these contacts.
- 4.7 Since the individuals identified in clause 6 above may be required to give evidence under oath in any court proceedings which may eventually occur, it is recommended they summarize, in writing, the information provided to the investigators and retain it for future reference.
- 4.8 In the interests of the student and in recognition of the family's right to privacy, schools shall maintain confidentiality in matters involving investigations into alleged child abuse or neglect.

Reference: Section 85, 87, 108, 109, 175 Education Act  
Child And Family Services Act  
Youth Criminal Justice Act

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