

SEXUAL MISCONDUCT PROCEDURES, CHECKLIST & RESPONSE PLAN:  
**STUDENTS UNDER 12 YEARS OF AGE**

If a student in a district school discloses abuse (or if there is suspected abuse), report the situation immediately to the Ministry of Children and Family Development at 1-800-663-9122. Refer to the [Interagency Protocol for Reporting Child Abuse and Neglect](#).

**Note:** the person disclosing that they have experienced sexual misconduct is the complainant and the person against whom the allegations are made is the respondent.

Complainant's Name:		School Name:	
Date of Birth:		Aboriginal:	
Grade:		Designation:	
Age:		Date of Incident:	
Gender:		Incident Location:	
Parent/Guardian:		Parent/Guardian:	
Address:		Address:	
Phone #:		Phone #:	

## Procedures

1. Once a report of sexual misconduct is received, the Principal or Supervisor **must** complete this **Appendix - Sexual Misconduct Procedures, Checklist & Response Plan: Students Under 12 Years of Age** and submit it to the Assistant Superintendent – Inclusive Education
  - 1.1. Complete other processes, such as Worrisome Behaviour/VTRA, as advised by the Assistant Superintendent – Inclusive Education.
2. The District employee who receives the report will act in the following manner:
  - 2.1. Be there for the complainant in a supportive capacity;
  - 2.2. Provide compassion and understanding. Recognize that the complainant may have difficulty remembering details and may be delayed in coming forward with the allegations. This is normal when a traumatic event has occurred;
  - 2.3. Listen without judgement;
  - 2.4. Respect the rights of the complainant to choose the services they feel are appropriate, including their decision to make a report to the RCMP. As the complainant is a student, the District is obligated to report to the RCMP School Liaison Officer and to MCFD;
  - 2.5. Let the complainant, respondent, third party or witnesses know of their right to and responsibility for confidentiality. Advise them that while their information is confidential, the School District is obligated to share it with certain agencies or persons such as the RCMP, MCFD/Delegated Authorized Agencies and parent/guardian (as appropriate) and the respondent.

## Administrative Checklist

### Immediate Action by Principal or Designate

Actions to take:	Notes/Phone Numbers:	Done:
Receive/gather facts and basic information from the complainant and the respondent.		
Ensure the safety of the complainant and determine if medical attention is required.	Call 911 if urgent police and/or medical attention is required	
Develop a Response Plan for the complainant and do not return the complainant or the respondent(s) to class until the Response Plan is developed.		
Determine if the student has an Aboriginal background. If yes, determine if the student is nominal roll. If yes, contact the District Principal - Aboriginal Education.		
Contact the Assistant Superintendent – Inclusive Education to determine appropriate protocols.		
Contact the Assistant Superintendent of Elementary Education.		
Contact the parent/guardian of the complainant.		
Contact the parent/guardian of the respondent.		
Follow the Interagency Protocol for Reporting Child Abuse and Neglect	<a href="#">Link: Interagency Protocol</a>	
Contact the RCMP School Liaison Officer		
Contact the Ministry for Children and Families or Delegated Authorized Agency (Contact Centralized Screening, School Liaison or Local Office)	MCFD: 1-800-663-9122 SCFS: 250-314-9669 LMO: 1-800-663-9122	

### Supports and Ongoing/Follow up Procedures

Actions to take:	Notes/Phone Numbers:	Done:
Refer the complainant to a School and Family Consultant and an Aboriginal Family Counsellor (if involved).	SFC/AFC assigned to school or call HGEC 250-376-2266	
Refer the respondent to a School and Family Consultant and an Aboriginal Family Counsellor (if involved).	SFC/AFC assigned to school or call HGEC 250-376-2266	
Advise the parent/guardian of available community services such as those through Child & Youth Mental Health, Interior Community Services, Secwepemc Child & Family Services, Lii Michif Otipemisiwak Family and Community Services, and Kamloops Sexual Assault Counselling Centre. Please be aware this is not an exhaustive list.	CYMH 250-371-3648 ICS 250-376-3660 SCFS 250-314-9669 LMO 250-554-9486 KSACC 250-372-0179	
Provide the complainant's and the respondent's parent/guardian with a link or a hard copy of the School District's policies and administrative procedures.		

Provide the parent/guardian with your contact information and establish meeting times (in person or by telephone) for ongoing communication.		
Provide an overview of additional processes used such as a VTRA, Worrisome Behaviour, and Problematic Sexual Behaviour or others to develop intervention plans.		
Provide information on how a process can be appealed.	<a href="#">Link: Solving Problems</a>	
Monitor the complainant's Response Plan.		
Continue to make contact with the complainant and their parent/guardian. Schedule a follow up meeting.		
Continue to make contact with the respondent and their parent/guardian. Schedule a follow up meeting.		

## Response Plan

Knowledge of this Response Plan should be determined on a “need-to-know” basis ensuring protection of privacy for the Complainant. Do not return the Complainant or the Respondent to class until this plan is completed and has been communicated to all persons requiring knowledge of it. There should be no duplicate copies of this document kept at the school. This document should be stored in a secure location designated by the School Administrator. One copy must be sent to the Assistant Superintendent – Inclusive Education.

## School & Community Action Plan

	Immediately notify the parent/guardian of all students involved (mandatory).
	Liaise with the School & Family Consultant and the Aboriginal Family Counsellor, if appropriate. Consult with External Team if needed.
	Notify school staff directly involved with plan implementation.
	Plan for alternate pick up/drop off times or locations, recess/lunch times or locations.
	Informed consent to share this plan with involved professionals as parent/guardian deems necessary and appropriate.
	Assign seating and have student line up in proximity to teacher/CEA.
	Modify schedule.
	Alternate classroom environment.
	Plan to continue to increase connectedness at school.
	Consult with RCMP.
	If appropriate connect student with RCMP.

**Specifics of the School and Community Plan:**

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**Date of Plan:** \_\_\_\_\_

**Individuals Involved in Developing Response Plan**

Principal or Vice Principal Name:
Classroom Teacher Name:
School & Family Consultant Name:
Parent/Guardian Name:
Parent/Guardian Name:
Other/Agency Name:
Other/Agency Name:
Other/Agency Name:

List other staff/positions that may need to participate in the implementation of this response plan:

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Response Plan review date/time/location: \_\_\_\_\_