

3. Communicating the Outcome of an Investigation

The Respondent

You will be notified in writing of the following:

- whether the complaint was determined to be founded, unfounded, unsubstantiated, or false;
- any disciplinary action that is to be noted in your employee file; and
- the ethical obligation to keep confidential the information that has been shared with them.

The Complainant

The complainant shall be informed in writing of the following:

- whether the complaint was determined to be founded, unfounded, unsubstantiated, or false;
- any action to be taken that pertains to the student, for example any accommodation that is to be introduced for the benefit of the student; and
- the ethical obligation to keep confidential the information that has been shared with them.

The Department of Education

The Superintendent will forward the report and his/her recommendations regarding the disposition of the case to the Director of Human Resources of the Department of Education.

In cases where there is to be a resignation or any disciplinary action related to non-professional conduct, this action is subject to approval by the Minister of Education.

Contact Information

District Office:

Should you require further information regarding Policy 701, please refer to the complete policy, the Education Act, and the Family Services Act.



Policy 701...

What happens if a complaint is made against me?

**Policy 701– Pupil Protection Policy
Department of Education
March 2006**

What to expect if a Policy 701 complaint is filed against you.

The following are the steps of the 701 complaint process:

1. Notification of respondent

What must happen before the investigation begins?

As the respondent, you will be informed of the complaint at a face-to-face meeting in the workplace as soon as possible.

You will be provided with a written statement of allegations, which may be a summary of the complaint and not include the identity of the complainant(s) and/or pupil(s).

You will also be informed that you have the right to be accompanied at any point in the investigation process by a person of your choosing, or to have union representation.

You will be informed of any measures being taken to minimize the contact between yourself and the pupil. A common measure taken is to reassign the respondent to home with pay, pending the outcome of the Policy 701 investigation; this is not a disciplinary measure.

A letter should be sent to you following the initial meeting.

You may be offered the services of the Employee Family Assistance Program (EFAP) as a policy 701 investigation is often a stressful process.

2. The Investigation

What happens once the investigation has been launched?

The Superintendent must keep you informed of the progress of the investigation; this may include periodical phone calls, meetings or written correspondence.

Regardless of the involvement of external agencies (Family & Community Services and/or the police) the Superintendent will ensure internal investigations are concluded in a timely manner. Internal investigations should normally be concluded within three months, taking particular circumstances into account. Where external agencies are involved, the investigation team will conduct a joint investigation with the external agencies and/or make use of information obtained by external agencies, to the extent possible.

Once all witnesses have been interviewed and prior to the conclusion of the Policy 701 investigation, the investigator/investigation team must give you the opportunity to respond to the allegations and to defend yourself against them.

What happens after the investigation has been completed?

At the conclusion of the investigation, the investigation team shall provide a written report to the superintendent.

When disciplinary measures are contemplated, you will be given the opportunity to meet with the Superintendent or designate. You will have an opportunity to respond to the findings of the investigation. You may be given the opportunity or to review the report or a summary of the report.

Should the employer allow you to read the investigation report or provide you with a summary of the report, the names of all other parties will be blocked out.

All parties must respect the confidential nature of the information provided to them. Sub-section 31.1(9) of the Education Act prohibits revealing the names of school personnel and professional persons who have reported a reasonable belief of non-professional conduct.

The Superintendent must address counselling support during the period of the investigation and after resolution of the situation for the complainant, other pupils who may have been traumatized and the respondent, especially in cases of false allegations.