

3101: PROTOCOL FOR VISITING PROFESSIONALS TO SCHOOLS (AP)

Approved: 02 03 12

POLICY

The Board of Education recognizes the need for a protocol for visiting professionals who perform work with students at schools on behalf of parents or guardians.

The protocol as established in the Regulations to this Policy includes; approval for the visitation(s), access to confidential information, security, consultation, and reporting.

ADMINISTRATIVE PROCEDURES

- 1.0 The visitation process is initiated by a written statement from the student's parent/guardian authorizing a specific professional access to confidential information regarding their child.
- 2.0 A submission of the request, as outlined below in Regulation 5, must be forwarded to the Superintendent or designate for approval.
- 3.0 All partners involved in the visitation must have been consulted well in advance.

i.e., 30 days, to establish the feasibility of the visit. School-Based Team (SBT) members and the Director of Student Support Services shall be included in the discussions. The School-Based Team may invite other parties to the discussions.
- 4.0 Consultation with the School Based Administrative Officer must take place well in advance of the visit to ascertain what specific concerns need to be addressed prior to the visitation. School Based Administrative Officers will consult with:
 - i) Director of Student Support Services//Designate
 - ii) President of the Alberni District Teachers' Union/Designate
 - iii) President of CUPE where a CUPE member is involved
 - iv) Other(s) as necessary
- 5.0 When the above processes have concluded with affirmation for the visitation, the parent will submit to, the School Based Team, the following:

the specific duties to be performed by the visiting professional in the school/classroom setting:

- i) a visitation schedule
- ii) evidence of the visiting professional's credentials
- iii) evidence that the visiting professional has had a current criminal record check
- iv) a signed statement by the visiting professional to abide by the BCTF Code of Ethics (Attached as Appendix A)

6.0 Upon completion of the school visit, the visiting professional will submit a written statement outlining observations, suggestions, and/or recommendations to the School-Based Team.

AP3101: APPENDIX I - PROTOCOL FOR VISITING PROFESSIONALS TO SCHOOLS

Visiting Professional acknowledgements:

I, _____, will attend _____ school
on _____ solely for the purpose of _____

I have a current Criminal Record Check consistent with District Policy 410.

I am qualified to offer advice regarding _____

I agree to abide by the Protocol for Visiting Professionals.

I agree to abide with the BCTF Code of Ethics.

Signed: _____

Date: _____

BCTF Code of Ethics

The Code of Ethics states general rules for maintaining high standards of professional service and conduct toward students, colleagues, and the professional union.

1. The teacher speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The teacher respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare.
3. The teacher recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.
4. The teacher is willing to review with colleagues, students, and their parents/guardians the quality of service rendered by the teacher and the practices employed in discharging professional duties.

5. The teacher directs any criticism of the teaching performance and related work of a colleague to that colleague in private, and then, after informing the colleague in writing of the intent to do so, may direct in confidence the criticism to appropriate individuals who are able to offer advice and assistance. (See note following #10)
6. The teacher acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in his/her professional union.
7. The teacher adheres to the provisions of the local Collective Agreement.
8. The teacher acts in a manner not prejudicial to job actions or other collective strategies of his/her professional union.
9. The teacher neither applies for, nor accepts, a position that is included in a Federation in-dispute declaration.
10. The teacher, as an individual or as a member of a group of teachers, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.

NOTE:

It shall not be considered a breach of Clause 5 of the Code of Ethics for a member to follow legal requirement of official protocols in reporting child protection issues.