



202.5AP Interviews of Students by Outside Agencies

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LEGAL REFERENCE:

- Education Act Sections 33, 53, 54
- Child, Youth and Family Enhancement Act
- Youth Criminal Justice Act
- FOIPP Act

CROSS REFERENCE:

- [201.6AP Student Records](#)
 - [203.2AP Child Abuse Reporting Procedures](#)
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While a student is under the care of the jurisdiction, the school authorities stand in LOCO PARENTIS, taking the place and responsibility of parents, and must act in a manner consistent with the trust that has been assigned to them.

Outside agencies must have legislative authority to conduct interviews of students.

Where an outside agency does not have legislative authority, the interview and/or contact will be granted at the discretion of the principal or designate.

PROCEDURES:

In all circumstances where interviews are conducted by outside agencies, it is the responsibility of the Principal to safeguard the rights and well-being of every student in the school.

Interviews by Police:

1. Interviews by Police will be permitted in circumstances where such interviews are essential. If the police officer finds it necessary to conduct an interview with a student during school hours, he/she will immediately report to the Office of the Principal, provide the necessary identifications and make known the purpose of the visit.
2. A police officer in effecting a proper arrest or in possession of a search warrant may enter school premises and carry out his/her duties pursuant to the warrant.
3. A police officer may enter the school premises if in pursuit of someone who is alleged to have committed a crime and may be on school premises. In such cases, the police officer will inform the Principal at the first opportunity
4. It is expected that police officers will only request interviews with students at the school if all other options to conduct the interview outside of school hours have been exhausted.
5. Where possible, the police officer will make prior contact with the legal guardian or the parent prior to the interview to inform them of the purpose of the interview. The police officer shall inform the Principal if they have made prior parental/legal guardian contact.
6. If the police officer has not contacted the parent/legal guardian, the Principal will attempt to contact parents/guardians to inform them that a police officer intends to interview their child.
7. An interview will not be permitted without the consent of the parent/legal guardian unless subject to the conditions in items #2 and #3.
8. The Principal will request that the student be informed of their rights.
9. The Principal shall document the name of the Police Officer(s), the names of those in attendance in the interview, as well as the time and date of the interview in the confidential portion of the student record portfolio.
10. This information will be shared verbally with the Superintendent of Schools and/or designate.
11. If the parent has provided consent for the interview, the Principal will provide a private room to conduct the interview.
12. The Principal or designate will attend the interview only if requested by the parent due to their inability to attend or at the request of the student.
13. If, as a result of the interview the student is taken into custody, it is the responsibility of the police officer to contact the parents to inform them of the course of action he/she intends to take prior to removing them from the school.
14. If there are any breaches of the Board Policy or Administrative Procedures, the Principal will immediately report them to the Superintendent.

Interviews Conducted by an Intervention Services Case Worker under the Child, Youth and Family Enhancement Act:

1. Interviews conducted by Agencies with Authority under the Child, Youth and Family Enhancement Act will be permitted in circumstances where such interviews are essential.
2. It is expected that the Intervention Services Case Worker will only request interviews with a student at the school if all other options to conduct the interview outside of school hours have been exhausted.
3. Principals are expected to give full cooperation to the Intervention Services Case Worker carrying out an investigation for the well-being of a student.
4. If the Intervention Services Case Worker finds it necessary to conduct an interview with a student during school hours, he/she will immediately report to the Office of the Principal, provide necessary identification and make known the purpose of the visit.
5. Where an interview is requested, it shall be the responsibility of the Intervention Services Case Worker to provide notification to parents/legal guardians. Any questions to school staff from parents/legal guardians with respect to the interview process will be referred to the Intervention Services Case Worker.
6. Where possible, the Principal will provide a private room for the interview. Where no room is available, other options for an interview site must be explored by the Intervention Services Case Worker.
7. Under the Child, Youth and Family Enhancement Act, school personnel do not have the right to attend the interview. The Intervention Services Case Worker conducting the interview shall determine who shall be present during the interview.
8. The Principal will request that the student be informed of their rights.
9. The Principal shall document the name of the Intervention Services Case Worker, the names of those in attendance in the interview, as well as the time and date of the interview in the confidential portion of the student record portfolio.
10. This information will be shared verbally with the Director of Student Services and/or designate.
11. At the conclusion of the interview, it will be the responsibility of the Intervention Services Case Worker to contact the parents/legal guardians and inform them of the action taken by the Intervention Services Case Worker. Any questions from parents to school staff with respect to the action taken will be referred to the Intervention Services Case Worker.
12. If there are any breaches of the Board Policy or Administrative Procedures, the Principal will immediately report them to the Superintendent.

Interviews by Other Outside Agencies:

Occasionally, requests will be made by outside agencies who do not have legislated authority to conduct interviews with students. Circumstances might include:

- For the purposes of gathering information on school related activities by the media.
- Gathering information for the purposes of data collection for program evaluation.
- Providing opinions on current topics in education.

Where these types of interviews are conducted by outside agencies:

1. Interviews that focus on topics that are related to the day-to-day operations of the school are to be requested through the Principal. The request will include the topic of the interview, the general questions being asked, the student(s) being requested for interview and the date(s) of the interview. Permission for these interviews will be granted at the discretion of the Principal. Principals will inform those involved. The decision to be involved in the interview process is left up to the individual once the permission has been granted.
2. Interviews that focus on topics that are related to the day-to-day operations of the school jurisdiction are to be requested through the Superintendent. The request will include the topic of the interview, the general questions being asked, the student(s) being requested for interview and the date(s) of the interview. Permission for these interviews will be granted by the Superintendent. The Superintendent will inform Principals when these permissions have been given. The decision to be involved in the interview process is left up to the individual once the permission has been granted.
3. Interviews that may reveal the identity of the individual involved must adhere to the expectations of the related legislation (FOIPP Act, etc.).
4. If there are any breaches of the Board Policy or Administrative Procedures, the Principal will immediately report them to the Superintendent.