

 <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small>	<p style="text-align: center;"><i>Use of Support Persons by the General Public</i></p>
ADMINISTRATIVE PROTOCOL	Supporting Policy ACE

I. OBJECTIVE

To establish protocols that will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, including, but not limited to the use of support persons.

2. DEFINITIONS

Support Person is a person who assists or interprets for a person with a disability who access the services of the Division. A support person is an individual chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services. Personal care needs may include, but are not limited to, physically transferring of an individual from one location to another or assisting an individual with eating or using the washroom. Medical needs may include, but are not limited to, monitoring an individual's health or providing medical support by being available in the event of a seizure. The support person could be a paid professional, a volunteer, a friend or a family member. The support person does not necessarily need to have special training or qualifications.

3. DIRECTIONS

Training

- a) Supervisors, Principals and Managers will ensure that all staff, volunteers and others dealing with the public are properly trained how to interact with people who are accessing School Division services accompanied by a support person.

Access to LRSD Premises

- b) Any person with a disability who is accompanied by a support person will be welcomed on school division property with his or her support person. Access will be in accordance with normal security procedures.
- c) This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or Division offices where the public does not have access.
- d) No fees will be charged for support persons accompanying an individual with a disability.

Confidentiality

- e) Where a support person is accompanying a person with a disability, who is the parent/guardian of a student, for the purpose of assisting in a discussion that may involve confidential information concerning the student, the Superintendent, Principal or other staff member must first secure the consent of the parent/guardian regarding such disclosure.
- f) Consent to the disclosure of confidential information in the presence of the support person must be given in writing by the parent or guardian
- g) The support person must also provide assurance in writing to safeguard the confidentiality of information disclosed in the discussion.
- h) A copy of the signed consent and confidentiality documents will be retained in the school/Division office.
- i) If the parent/guardian uses a different support person for subsequent meetings, a new signed consent will be required.

Where the Division May Require the Presence of a Support Person

- j) The Division may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability, or the health or safety of others on the premises.
NOTE: This would be a highly rare situation and would only occur where, after consultation with the person with the disability, requiring a support person is the only means available to allow the person to be on the premises and, at the same time, fulfil the Division's obligations to protect the health or safety of the person with a disability or of others on the premises.
- k) It is further noted that people with disabilities are free to accept a reasonable risk of injury to themselves just as other people do. Different individuals will have a different tolerance for risk. Risk should be weighed against any benefit for the person with a disability. It is not enough that the support person might help to protect health and safety; a support person must be necessary or essential to protect health and safety before you can require one—the risk cannot be eliminated or reduced by other means. Any consideration on protecting health or safety should be based on specific factors and not on assumptions.

REFERENCE:

- Toronto District School Board:
<http://ppf.tdsb.on.ca/uploads/files/live/88/1760.pdf>