

RISK REDUCTION FOR STAFF/PARENT INTERVIEWS (H&S Pr. 5)

It is the School Board's responsibility to ensure the safety of the staff/parent during parent/staff meetings.

There are 3 types of meetings/contact between parents and staff.

1. Face-to-face
2. Telephone
3. Written correspondence – emails, letters

It is expected that staff will arrange meetings with parents/guardians during school hours, except in such cases where the school day is extended for parent-staff interviews. It is expected that all meetings take place on school/board premises.

The staff member should advise school administration about potential safety concerns prior to the meeting. A safety plan which may include having an administrator present should be developed.

TYPES OF MEETINGS

1. *Face-to-face*

Specific staff/parent interview either during the school day or evening:

- Meetings should be, preferably, in a large, open setting such as a gymnasium or cafeteria, where all are visible;
- For meetings that are conducted in classrooms, it is recommended that more than one staff member be present;
- Always keep the meeting room door open and advise administration of your meeting; and
- An administrator must be present if the meeting is with a potentially aggressive parent.

Special Circumstance Meetings

i) Called by Staff:

- Meetings should be in the staff room, conference room or other open area where parents and staff are visible to other workers and/or administration;
- Meetings with potentially aggressive parents should be conducted by conference call or by correspondence; and
- An administrator must be present if the meeting is with a potentially aggressive parent.

ii) Called by Principal:

- Meeting of staff with parent must involve staff's consent;
- Inclusion of student should be carefully assessed; and
- Meeting should come after separate pre-meetings/conversations with staff and parent by principal.





iii) Initiated by Parent:

- If meeting granted by staff, see “Called by Staff” above; and
- If meeting granted by principal, see “Called by Principal” above.

2. **Telephone Calls**

- Should be conducted during school hours and using school phones (personal cell phones should not be used);
- Conference calls with potentially aggressive parents must include an administrator. Parents/guardians must be advised of the participants on call;
- *67 must be used to block phone number if call is placed from a personal line; and
- Date, time and content of call must be fully documented.

3. **Written Correspondence – emails, letters**

- Staff should be discouraged from engaging in email correspondence with parents;
- All emails should be copied to administration when sent; and
- Any written correspondence should be on school letterhead and copies must be retained.

Additional Precautions

If during a meeting a parent becomes angry, violent or you feel the threat of violence/harassment leave the room immediately/call for help/call 911 and inform administration.

Always document and report any incidences of violence/harassment during parent/staff meetings to administration.

