

### CAS/FCS Report of Allegation Against Employee Checklist

The following checklist is intended to guide you through the process of addressing an employee incident: (As you complete each step, please check it off or indicate N/A – *not applicable*)

- Contact Children's Aid Society/Family and Children's Services.
- Administrator/supervisor is informed of an employee incident.
- Contact the appropriate Superintendent. (Do not delay moving to the next step if the Supervisory Officer is not available. Return to this step when the Supervisory Officer is available.)
- Complete all appropriate sections of Form B to this point in the process.
- Children's Aid Society/Family and Children's Services conducted an interview with the student.
- Children's Aid Society/Family and Children's Services deferred follow-up action to the Administrator/Board.
- Administrator discusses follow-up action with the appropriate Superintendent.
- Contact parents/legal guardian as directed by Children's Aid Society/Family and Children's Services/Supervisory Officer.
- Where Children's Aid Society/Family and Children's Services defers to the Board, meet with the employee and discuss the allegation. If disciplinary action will be taken, set up a meeting with the employee and advise employee can bring union representative.
- Where action is necessary, meet with the employee and implement Progressive Discipline procedures and indicate discipline in section 6 of Form B:
  - Verbal Warning
  - Letter of Discipline
  - Other (Explain – i.e., preventive measures discussed with employee ref "Be Wary Be Wise)
- Where no discipline is necessary, complete section 6 with one of the following statements as appropriate:
  - Child recanted his/her allegation
  - Evidence did not merit further action/investigation
- Sign and date the form.
- Send the original Form B, in a sealed courier envelope, to the Superintendent of Schools.
- Superintendent reviews Form B and sends it to the Director of Education; the Superintendent and Principal completes Form C and gives it to the employee. (All applicable sections must reflect consistent information with office copy, Form B.)
- Director of Education files Form B in locked cabinet.