

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**516.1**

**ADMINISTRATIVE REGULATION**

**Sharing Information by Youth Care Workers with School Principals**

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This protocol follows the Information Sharing Protocol produced by the Ministry for Children and Families and the Ministry of Education and is supplemental to Young Offender Information Sharing with Schools.

**RESPONSIBILITIES OF THE SCHOOL AND SCHOOL DISTRICT:**

1. The district will provide annually a list of the designated responsible administrator(s) for each site to Youth Care Workers and will periodically update these as required.
  
2. The designated responsible administrator will:
  - Maintain all information received from Youth Care Workers
  
  - In a sensitive manner, communicate information to staff on a need-to-know basis
  
  - Inform those receiving information of the need for confidentiality of the information and the legal implication of its misuse under the Young Offenders Act
  
  - Make a decision about the nature and distribution of the disclosure in accordance with the purpose for which the information was provided, based on the following as appropriate:
    - the nature and degree of violence
    - specific conditions of the order relevant to the school
    - recommendations related to strategies for minimizing risk
    - the obligation of the Board to provide information on nature and extent of
    - risk from persons with a history of violent behaviour to workers who are
    - likely to encounter the student in the course of their work

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Cross Refs:

Adopted: May 11, 1999  
Reviewed:  
Revised:

- Keep the information provided by Youth Care Workers on the forms provided in a secure and locked place with authorized access. (These forms are the STUDENT RECORD FORM and the PERMANENT TRACKING FORM.
  - Review in consultation with the Youth Care Workers the progress of the student on a monthly basis, and, while not responsible for enforcing a probation order, should inform the Youth Care Worker immediately of non-compliance.
  - Shred the Student Record Form upon completion of the probation requirement and the direction of the Youth Care Worker.
3. Where a student transfers within the district during the supervising term, the designated responsible administrator will forward the Confidential Student Record in a sealed confidential envelope to the next designated responsible administrator.

**RESPONSIBILITIES OF THE YOUTH CARE WORKER:**

- Inform designated responsible administrators of offenders who may pose a risk to the school environment as described in the Young Offender Information Sharing with Schools using the Information Sharing Protocol forms.
- Update the administrator on the young offender in the school on a monthly basis or whenever non-compliance occurs.
- Inform the school when probation requirements have been met and/or the student is no longer considered to pose any risk to safety of students, staff or others, and shredding of documents is appropriate.

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on behalf of School District No. 33  
(Chilliwack)

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on behalf of the Ministry for Children and  
Family Development