

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number: 8 71

Subject: **Tutoring or Counselling of Students/Providing
Respite Care/Students as Clients in Employees'
Private Professional Clinical Practice**

Effective Date: (298) October 28, 2008

This Policy is applicable to the following Board *Employees*: Teachers, Educational Resource Workers (ERW), and members of the Association of Professional Student Services Personnel (APSSP).

It applies to the tutoring of students in academics, providing counseling/consultation services, providing respite care, or when students become clients of a professional's private clinical practice.

The Dufferin-Peel Catholic District School Board recognizes that Board employees may engage or participate in some form of outside employment, by way of part-time jobs or other pursuits, from which they may gain financially. The Board also recognizes that it is the *employees'* discretion to undertake such activities, provided that the accompanying regulations are adhered to.

While the Board recognizes that *employees* herein must adhere to their professional standards under the *Education Act*, the *Ontario College of Teachers Act*, and other similar legislation governing professionals, as well as to their specific Codes of Ethics where these exist, this policy is intended to clearly identify specific situations wherein the practice would be deemed either unprofessional, unethical or inappropriate, and not compliant with the within Board policy.

Employees shall refrain from all Conflicts of Interests. A conflict of interest is defined as follows:

"a situation in which a person, such as a teacher, professional, etc., has a private or personal interest sufficient to raise a reasonable apprehension of influence over the exercise of his or her official Board duties".

It is understood that any employee of the Board who contravenes the within Policy may be subject to disciplinary action up to and including termination, where appropriate.

REGULATIONS

8.71 Tutoring or Counselling of Students/Providing Respite Care/Students as Clients in Employees' Private Professional Clinical Practice

1. Such activities must not interfere with the performance of his or her duties as an *employee* of the Board.
2. The *employee* shall not engage in any secondary form of employment or non-school related commercial venture, during work hours and/or during time for assigned duties.
3. The *employee* shall not use Board resources, or facilities, or privileged information, to benefit or pursue a private concern.
4. *Employees, as Teachers*, may establish private tutoring practices, outside school hours, but must not charge fees to students or parent(s)/guardian(s) from their own school.

Further, *as Teachers in their roles as School Guidance Counsellors*, may establish career counseling/consultation practices outside school hours, but must not charge fees to students or parent(s)/guardian(s) from their own school.

5. *Employees, as Educational Resource Workers*, shall not provide respite care services, nor tutoring services, for students in their own school(s), even when the service is being provided outside of the school day, off school property, whether remunerated or not by either the student, the parent(s)/guardian(s) or by an outside agency.
6. *Employees, as members of APSSP*, who engage in a private, professional clinical practice, shall not accept any students enrolled in the Board, as clients. This would also apply where the required service to the student is one which is not provided by the Board (i.e., therapy for eating disorders).
7. Any *employee*, who engages in volunteer work in the community, through an agency who provides services to children, shall be aware of the following:

Agencies who provide services to children, may refer students enrolled in the Board, to them. In instances where the student is identifiable, the *employee* will attempt to refer the client to someone else within or outside the agency. If this is not possible, the *employee* shall explain the possibility of a conflict of interest. It is recommended that the *employee* ask the client to sign an appropriate acknowledgement and consent form respecting any conflict of interest issue.