

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number: 8.03
Subject: **Emergency Instructors**
Effective Date: (012) January 23, 2001;
(348) November 23, 2010

The policy of the Dufferin-Peel Catholic District School Board, for the use of Emergency Instructors, is as follows:

1. Candidates selected as Emergency Instructors are to be interviewed by the Principal/Vice-Principal and submit a signed Emergency Instructor Document Acknowledgement Form to the Human Resources Department.
2. A criminal reference check with a Vulnerable Sector Search must be provided to the Human Resources Department prior to the employee commencing work.
3. The mandatory Anaphylaxis and WHIMIS training be completed and submitted to the Human Resources Department prior to the employee commencing work.
4. The use of Emergency Instructors is restricted to circumstances where certified Occasional Teachers are not available and in accordance with established procedures.
5. Emergency Instructors shall be given information or training on the following items by the school administration:
 - School rules and safety plans (fire drill, lockdown)
 - Schedules and procedures for lunch and recess, arrival, dismissal and transportation routines
 - Debriefing about unique student needs
 - Introduction to one classroom teacher in close proximity
 - Class lists and teacher schedule

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