Appendix A to BOARD
28 January 2020

OTTAWA-CARLETON DISTRICT SCHOOL BOARD

Consultation Plan

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

DATE:	
PROJECT: (Project name, Letter of Transmittal, etc.)	**Consultation on draft of proposed new policy P.142.SCO CHILD SEXUAL ABUSE PREVENTION**
CONTACT / PROJECT LEAD (Name, telephone, email):	**Brett Reynolds, Associate Director, 613-596-8211 ext 8252**

WHAT?

1. WHAT IS THE PURPOSE OF THE CONSULTATION?

(Describe project scope, nature of consultation, decision to be made, and any relevant information)

To gather input on the draft of the proposed new policy P.142.SCO Child Sexual Abuse prevention.

The content of the policy is quite technical in nature as it needs to conform with a number of statues and regulations pertaining to child protection and employment. Additionally, how concerning behaviour is identified and addressed is very sensitive in nature and needs to be handled carefully and respectfully. To that end much of the consultation will be focused with those who have this specialized knowledge including agencies and individuals with expertise in child protection and sexual abuse prevention and those with labour relations and legal expertise. Additionally, there will be opportunity for others to provide input including school leaders, front line staff, students, parents/guardians, and unions.

WHY?

2. WHY ARE YOU CONSULTING? (Check all that apply)

__X__ To seek advice, informed opinion or input for consideration prior to decision-making?
__X_ To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?
____ To share information and awareness about a subject/recommendation/decision that has been made?
____ Other? (Please explain)

The purpose of the consultation is to invite comment on the draft policy prior to the Board approval.

3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?

The District has made a commitment to further improve the safety and well-being of our students. Part of this commitment has been ongoing training and other efforts to reduce instances of child sexual abuse and exploitation. This policy and accompanying procedure is a significant part of this work and helps to further create a *Culture of Caring* as well as a Culture of Social Responsibility as directed by the Strategic Plan.

OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

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WHO?

4. WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)

OCDSB Community	**Internal to OCDSB**	**External / Other (please identify)**
__***X***___ Students (Student Senate)	_____ Trustees	__X__ Agencies/associations
__X__ Parents/guardians	_____ Superintendents	_____ Community groups
__X___ School council(s)	__X__ Principals and/or Vice-principals	___X__ General Public
__***X***__ Ottawa Carleton Assembly of School Councils	_____ Managers	_____ Other governments
_____ Advisory committees (Specify below)	_____ District staff	_____ Other
_____ Special Education Advisory Committee, etc		__X__ Federations
__***X***___ Other ***Audit Committee***		_____ Other

Please describe or expand on who will be consulted and any partners in the consultation:
The groups noted above (parents, school councils, OCASC, and the general public) will be sent information about the draft policy and invited to provide feedback. The website information will invite interested stakeholders to respond to some specific questions and/or provide general feedback. There will be some targeted outreach to community agencies and the federations to allow for those with specific interest/expertise in this area to provide input.

5. HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

The Canadian Centre for Child Protection has been a key partner in the District's work in this area and supported the development of this policy. Additionally, all principals and vice-principals have been consulted in the development of this plan and policy as well as key central staff including LSS, HR and Labour Relations. Federation partners were made aware of the work in the area of child protection, were provided some training by Centre staff and will be consulted further.

HOW?

6. HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)

____ Media advertisement (print and/or radio)
____ Letter distribution
____ School council(s)
____ Ottawa Carleton Assembly of School Councils
_____ School newsletter
___X__ Website (schools and/or OCDSB sites)
____X__ Other

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

Information about the consultation will be posted on the District website policy consultation page. Awareness about the consultation will be done via the School Council Newsletter, Keeping You Connected and through social media.

7. HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)

____ Focus groups
____ Interviews
____ Mail-out or email circulation
____ Open houses / workshops / cafes
____ School council(s)
_____ Ottawa Carleton Assembly of School Councils
_____ Public meetings
_____ Survey / questionnaire
___X__ Web-based notice / Web-based comments
____X__ Other

Please describe:

The consultation will be primarily web based. The webtext will include some specific questions as well as an opportunity for general feedback. This will be collected and summarized. There are no public town hall style

meetings planned. If there are individuals who prefer to share their feedback more directly than by email, that will be arranged as needed.

OTTAWA-CARLETON DISTRICT SCHOOL BOARD

CONSULTATION PLAN

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WHEN?		
8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)[1]: **i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis;** **Date for Committee/Board deliberation; Evaluation of consultation**		
Targeted DATE FOR FINAL DECISION:	**May 2020**	
PROJECTED DATE(S)	**ACTIVITY/MILESTONE**	**NOTES****
January 7th, 2020	Presentation to Committee of the Whole	
January 28, 2020	Board Approval	
January 28 - March 15, 2020	Consultation Details posted to website Notification of Consultation through School Council Newsletter (6x) Keeping You Connected (2x), Social Media (weekly+) Meetings with Canadian Centre for Child Protection Federations and community agencies	***OCASC February 20*** ***Student Senate March 5*** ***Audit March 25***
March 16 - April 10	Consolidation of Community Input and corresponding policy revisions	
May 5, 2020	Consultation Summary and revised policy presentation to COW	

[1] Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required.
Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.

**In filling out this chart, please note:

- the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;
- any constraints such as necessary deadlines, availability of stakeholders; and
- the timelines for communicating the outcome/related decisions reached to those consulted.

9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)

_____ Email circulation
_____ Letter distribution
_____ School / principal communications / newsletter
_____x___ Website (schools and/or OCDSB sites)

___x__ Letter of Transmittal to committee/Board _____ Media reports
_____ Other
Please describe:

OTHER

10. ESTIMATED COSTS FOR THE CONSULTATION* (i.e. advertising, facilities, translation, materials):

** Note that the consulting body bears responsibility for the costs of the consultation.*

11. EVALUATION:

Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)