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## Advice

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The members of the Federation administrative staff will assist and guide you throughout the investigation. They may be reached at **1-506-452-8921**.

**Robert Gagné**  
*Executive Director*

**Kevin Sheehan**  
*Deputy Executive  
Director*

**Marilyn Boudreau**  
*Labour Relations  
Officer*

Facing a Policy 701 complaint can be a stressful experience. The Professional Counsellors are also available to give their support:

Mike Ketchum	1-800-561-1727	(Districts 14, 17 & 18)
Niel Cameron	1-888-763-5050	(Districts 02, 15 & 16)
Betsy Colwell-Burley	1-800-563-3938	(Districts 06, 08 & 10)



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# POLICY 701

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## *Advice and Explanations from your Federation*

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**January 2007**

**New Brunswick Teachers' Federation**



***Any teacher who faces a complaint under Pupil Protection Policy 701 should immediately call the NBTF (506-452-8921) for advice.***

1. A teacher will be advised of a Policy 701 complaint by a school district staff member.
2. In some cases, the teacher will be assigned to remain at home, with pay and benefits, during the investigation process. This is not considered disciplinary or an indication that there is validity to the complaint.
3. The teacher should keep a record of the events (dates, witnesses, etc.) for future reference.
4. Outside agencies such as the Police and/or Family Services may also be involved. The school districts will usually be advised to wait for the outcome of these other investigations before conducting their own. The process could be prolonged in such cases. If the Police want to question you, tell them that you wish to cooperate but before you make a statement, you need to call your Association at 1-506-452-1721.

## **Teacher's Rights and the Investigation Process**

***A teacher who faces a Policy 701 complaint has basic rights which automatically apply:***

- The teacher must initially receive sufficient details about the complaint. This means that the information will be such that the teacher will be able to prepare a complete response. The name of the complainant may not always be revealed.

- A teacher must be afforded sufficient time to prepare for the interview with the investigator. At all steps of the investigation, a teacher has the right to be accompanied by a representative from the Federation. The teacher will be expected to give a response to the allegations. The Federation's representative will be there for support and advice. The interview may be taped in order to protect your testimony from interpretations.
- At the interview with the investigator, a teacher may present evidence such as documents and photos. A request may be made that specific people also be interviewed. If the investigator brings forth information that was not previously communicated to the teacher, the teacher may request an adjournment before responding.
- The information provided to all parties must be kept confidential.

## **Following the Investigation**

- Once the investigation is over, the investigator will remit a written report to the district and the teacher will be permitted to read it and may offer his/her views and comments on its content and conclusion. This entire process should be over within three months; however, if external agencies are involved, the process could take longer.
- If the complaint is founded and the district is contemplating disciplinary action, the teacher and the union representative will be notified of a meeting by a letter pursuant to Article 55 of the Collective Agreement. At that meeting, the teacher will have the opportunity to respond once again to the allegations. The teacher will have the guidance of the NBTF before, during and after this meeting.