

Title	USE OF SUPPORT PERSONS	Procedure No.	5012b
Department	Human Resource Services		
Reference(s)	Policy: Accessibility Standards for Customer Service	Effective Date	2009 Dec.15

- 1.0 The Board welcomes all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of the support persons.
- 2.0 **Definition**
A “support person” means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services. A support person is distinct from a board employee who provides support services to a student or staff person in the system – separate and specific procedures apply.
- 3.0 **Access to Board Premises**
 - 3.1 Any person with a disability who is accompanied by a support person will be welcomed on Board and/or school premises with his or her support person. Access will be in accordance with normal security procedures.
 - 3.2 This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or board offices where the public does not have access.
- 4.0 **Support Persons Accompanying a Person with a Disability at School Events for which there is an Admission Fee.**
 - 4.1 Where an individual with a disability who is accompanied by a support person wishes to attend a school, family of schools or board-organized event for which a fee is charged, no admission fee will be charged for the support person.
- 5.0 **Confidentiality**
 - 5.1 Where a support person is accompanying a person with a disability for the purpose of assisting in a discussion and/or in a situation that may involve confidential information, the superintendent, principal or other staff member must first secure the written consent of the individuals concerned regarding such disclosure.

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- 5.2 The support person must also provide assurance in writing to safeguard the confidentiality of information disclosed.
- 5.3 A copy of the signed consent document will be retained in the school/board office.
- 5.4 If the person with a disability uses a different support person for subsequent meetings, a new signed consent will be required.

6.0 Where the Board May Require the Presence of a Support Person

- 6.1 The Board may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

NOTE: This would be a highly rare situation and would only occur where, after consultation with the person with the disability, requiring a support person is the only means available to allow the person to be on the premises and, at the same time, fulfill the Board's obligations to protect the health or safety of the person with a disability or of others on the premises.

It is further noted that people with disabilities are free to accept a reasonable risk of injury to themselves just as other people do. Different individuals will have a different tolerance for risk. Risk should be weighted against any benefit for the person with a disability. It is not enough that the support person might help to protect health and safety; a support person must be necessary or essential to protect health and safety before you can require one – the risk cannot be eliminated or reduced by other means. Any considerations on protecting health or safety should be based on specific factors and not on assumptions.

Appendix A
Consent Form Regarding Students

Student Consent for Use of Support Person

I, _____ consent to the sharing of confidential information by
(parent/guardian)
_____ relating to my child / ward _____
(name of board staff) (name)
in the presence of my support person _____.
(name)

Printed Name of Parent/Guardian Signature of Parent/Guardian

Date

I undertake to safeguard the confidentiality of information shared while in my role as a support person.

Printed Name of Support Person Signature of Support Person

Date

Printed Name of Witness Signature of Witness

Date

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Appendix B

Consent Form Regarding Staff

Staff Consent for Use of Support Person

I, _____ consent to the sharing of confidential information by
(Name)

_____ relating to myself
(name of board staff)

in the presence of my support person _____
(name)

Printed Name _____ Signature _____

Date

I undertake to safeguard the confidentiality of information shared while in my role as a support person.

Printed Name of Support Person	Signature of Support Person
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Date _____

Printed Name of Witness	Signature of Witness
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Date

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