

ADMINISTRATIVE PROCEDURE 571 INTERVIEWING STUDENTS IN EMPLOYEE MISCONDUCT INVESTIGATIONS – SCHOOL PRINCIPAL

Purpose

To ensure that the Chilliwack School District (the “District”) conducts any interview of a student as part of an employee-related investigation in a manner that is culturally appropriate, child-centred, trauma-informed, and respectful of student and family rights.

Scope

This Administrative Procedure (“Procedure”) applies when students are interviewed in the context of an investigation into alleged employee misconduct by their school principal (“Principal”).

Procedure

If a student is identified as a witness in an employee misconduct investigation being conducted by their Principal, the Principal will ensure student safety and well-being as follows:

1. Necessity Test

The Principal will determine if interviewing the student is necessary to the investigation and that the information cannot reasonably be obtained by other means.

2. Consent

In most circumstances, Principals are permitted to meet with students without first obtaining consent from parents/guardians. The Principal will use their professional judgement to determine if consent is required in any specific circumstances.

3. Conduct of Interview

Interviews must be conducted in a manner that prioritizes the student’s comfort and safety. Specifically:

- Trauma-informed approaches must be used (e.g., neutral setting, developmentally appropriate language, avoiding leading questions).
- The Principal will record who is present, confirm consent, and ensure supports are in place.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Administrative Procedure Manual



- The Principal will ensure the student is aware that they can pause or stop the interview at any time.
- The Principal will explain why they are gathering information from the student and how the information will be used.

4. Follow-Up and Supports

Principals will ensure that any immediate needs related to student well-being are addressed after the interview.

Special Considerations

- Allegations involving criminal conduct, child protection, or discrimination may trigger mandatory reporting obligations and require involvement of external authorities.
- In some cases, the student or parent/guardian may be contacted by the employee's regulatory body in the future regarding the matter for which they were interviewed.

Reference

- [Administrative Procedure 570](#): Investigations into Alleged Employee Misconduct
- [Administrative Procedure 572](#): Interviewing Students in Employee Misconduct Investigations – External Investigator