


Administrative Procedures 411		
Communication and Confidentiality		
		Adopted: June 28, 2011 Amended: July 24, 2014
	External References: <ul style="list-style-type: none"> Local Authority Freedom of Information and Protection of Privacy Act 	Internal References: <ul style="list-style-type: none"> AP 140 Acceptable Use of Technology AP 180 Local Authority Freedom of Information and Protection of Privacy AP 413 Employee Conflict Resolution and Grievance

Background

Communication is integral to effective teamwork within the Division. Employees of the Division are expected to maintain open channels of communication.

Confidentiality is an important part of working within a school division team. All employees and volunteers are required to respect the privacy of Division students, families and staff and are required to maintain confidentiality of all information gained by virtue of being an employee, or volunteer of the Division. School related information may not be shared with the general public.

Procedures

1. Communication

- 1.1 Effective communication includes sharing concerns with the individual(s) with whom the concern rests. It may be appropriate to invite an uninvolved third party to be part of the process to reach a resolution.
- 1.2 If the concern cannot be resolved with the individual, the next step is to address the concern with the Principal or immediate supervisor.
- 1.3 If the concern cannot be resolved at the school level the next step is to address the concern at the Division level with the Superintendent and/or Supervisor.
- 1.4 Throughout the process employees may request to have a representative from the respective organization (Saskatchewan Teachers' Federation or Canadian Union of Public Employees) present.
- 1.5 If necessary refer to Administrative Procedures 413 Employee Conflict Resolution and Grievance.

2. Confidentiality

- 2.1 Employees and volunteers are expected to maintain confidentiality of all information gained during the course of employment.
- 2.2 Employees and volunteers may not post any private or personal student, staff or school information on any form of social media. Refer to Administrative Procedures 140 Acceptable Use of Technology.
- 2.3 Employees and volunteers are to ensure that communication regarding students and school activities is directed through the teacher or school-based administrator.
- 2.4 Refer to Administrative Procedures 180 Local Authority Freedom of Information and Protection of Privacy.