

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E30
STAFF-PUPIL INTERACTIONS & PROTECTIONS



The Red River Valley School Division is committed to the safety and well-being of all pupils. This procedure establishes clear boundaries for professional conduct and provides mandatory protocols for responding to human trafficking, sexual exploitation, and the receipt of intimate images on divisional devices.

1.0 STANDARDS OF APPROPRIATE VS. INAPPROPRIATE INTERACTIONS

Staff must ensure all interactions are transparent, public, and professional.

- **Appropriate Interactions:**
 - Occur in open, visible settings.
 - Are motivated by the pupil's educational or developmental needs.
 - Maintain a clear distinction between the adult's professional role and the pupil's personal life.
- **Inappropriate Interactions (Prohibited):**
 - **Exclusivity:** Spending time alone with a pupil behind closed doors without a valid educational reason.
 - **Gifts & Favours:** Giving personal gifts, money, or special privileges to individual pupils.
 - **Physical Contact:** Any touch that is not required for instruction/safety or that makes a pupil feel uncomfortable.
 - **Grooming Behaviours:** Sharing personal secrets, "friending" pupils on personal social media, or engaging in sexualized "banter" or jokes.

2.0 ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

To maintain professional boundaries, staff shall:

- Use only divisional-approved platforms (e.g., school email, Google Meet) for all pupil communications.
- Avoid "private" or "direct" messaging on personal social media (Instagram, Snapchat, etc.).
- Refrain from sharing personal cell phone numbers with pupils unless part of an approved emergency protocol for off-site trips.

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3.0 HUMAN TRAFFICKING AND EXPLOITATION AWARENESS

Staff must remain vigilant for indicators of human trafficking or sexual exploitation, which may include:

- Sudden changes in attire, expensive jewelry, or possessions the pupil cannot afford.
- Chronic exhaustion, frequent absences, or being dropped off/picked up by older, unknown individuals.
- Signs of "branding" (e.g., tattoos of names or symbols).

Action: If exploitation is suspected, staff must follow mandatory reporting provincial protocols to Child and Family Services (CFS) or Law Enforcement immediately.

4.0 MANDATORY PROTOCOL: HANDLING INTIMATE IMAGES

If a staff member receives an intimate image of a pupil on a divisional device (cell phone, laptop), the following ***non-negotiable*** steps must be followed to avoid criminal liability or the destruction of evidence:

Step 1: Stop	Do not look at the image more than necessary to identify it.
Step 2: Do Not Forward	Under no circumstances should the image be sent to anyone else, including supervisors.
Step 3: Do Not Delete or Save	The image must remain exactly as received for forensic purposes.
Step 4: Power Off	Immediately power down the device to stop further incoming/outgoing data.
Step 5: Notify Superintendent	The staff member must notify their supervisor, who must immediately notify the Superintendent.
Step 6: Legal Counsel	The Superintendent must contact legal counsel before taking any further action regarding the device.

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5.0 MANDATORY ABUSE PREVENTION TRAINING

In compliance with *The Public Schools Act*:

- Frequency: All staff, volunteers, and coaches must complete the Minister-approved sexual abuse prevention training (Respect in School Training) at least once every four years.
- Coaches must complete additional "Respect in Sport" abuse prevention training.
- Records: Principals will verify completion of training before any volunteer or coach begins their term.

6.0 REPORTING AND ACCOUNTABILITY

- **Duty to Report:** Every staff member has a legal and professional obligation to report any "boundary-crossing" or inappropriate interaction they witness.
- **Natural Justice:** While investigations are conducted, the employee's right to know the allegations and to respond will be upheld, provided there is no immediate risk to pupil safety.
- **Failure to Comply:** Violations of this procedure may result in disciplinary action, up to and including termination of employment, and in reporting to professional regulatory bodies or law enforcement.

See also:

- [The Public Schools Amendment Act \(Safe Schools\), SM 2025, c. 17](#)
- [MSBA Staff-Pupil Interaction Reference Guides \(2025\)](#)
- [RRVSD Administrative Procedure E30: Staff Conduct](#)

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