



PURPOSE

This statement outlines the procedures followed by the School to ensure procedural fairness when there is a perceived incongruence between an individual's actions and the School rules and expectations.

This statement should be read in conjunction with the following policies and procedures:

- The Arden Discipline Policy
 - Student, Parent or Caregiver Grievance Policy and Procedures
 - The Arden student Anti-Bullying Policy.
1. Procedural fairness assumes the right to be heard, which includes the right to:
 - Know why an investigation into an allegation is happening
 - Know how the issues will be investigated
 - Know the allegations made and any other information that may be taken into account
 - The right to respond to the allegation.
 2. Procedural fairness assumes the right to an impartial decision, which includes the right to:
 - Impartiality in the investigation and decision making processes
 - An absence of bias by the decision maker.
 3. When an allegation is made, the student making the allegation and the students mentioned in the allegation will be given an Incident Report form to complete.
 4. An Incident Report form will be completed in a student's own words, without collusion with or coercion by other students or staff and without fear of penalty for its content.
 5. If a student cannot write, a member of staff may take dictation from the student to complete the Incident Report form. The staff member will write down the student's words without alteration or prompting via question or comment.
 6. On occasions, it may necessary for students to make drawings to explain an incident occurrence.
 7. Students and parents will be informed of the allegations and may be provided with copies of statements made by their child that are relevant to the investigation. In cases where there are concerns that witnesses may be intimidated, an outline of allegations made in statements will be provided.
 8. **Heads of Department** (Junior School) and **Year Coordinators** (Secondary School) will supervise the completion of Incident Report forms. They will also conduct investigations and liaise with families. For more serious incidents that may lead to suspension or expulsion, **Heads of School** will supervise the completion of Incident Report forms and will conduct the investigation.
 9. For serious matters that may result in long suspensions or expulsion, the seriousness of the investigation will be communicated to the student and a support person/observer may be arranged for a formal interview. The final decision concerning action taken will be made by the **Principal**.
 10. During formal interviews, minutes will be taken down in writing and distributed to attendees. Audio recordings of interviews will not be permitted.
 11. Appeals of decisions made for less serious matters may be made in writing to the **Head of School**. Appeals concerning more serious matters must be made in writing to the **Principal**. If the appeal remains unresolved, the process may enter the School's Grievance process.
 12. Copies of documents generated during an investigation will be filed in student files.