

IMPORTANT REMINDERS

Protect Yourself:

- Never touch a student.
- Never leave students in your care unsupervised.
- Never be alone with a student.
- Never drive a student.
- Never text message, photograph or pretend to photograph students.
- Use your Board email address or school telephone only when communicating with students or parents.
- Report all accidents and incidents of violence, bullying or harassment.
- Keep a copy of your Collective Agreement (also available on the Local's website).
- Know your rights and obligations, including your right to union representation.
- Report all violations of your collective agreement to the Local.

IF YOU ARE CONTACTED BY THE POLICE OR THE CHILDREN'S AID REGARDING AN ALLEGATION AGAINST YOU DIRECTLY RELATED TO YOUR PROFESSIONAL DUTIES AS A TEACHER:

During Office Hours:

- DO NOT participate in, or consent to, an interview.
- Make no statement to anyone regarding the allegation/charges.
- Say "I am willing to co-operate, but I am unable to comment until I contact my union local."
- Contact your union local representative at **416-227-1866** or by email as soon as possible.
- If you can't reach your union local, please call the ETFO provincial office at **416 962-3836** and ask for Professional Relations Services (Long distance calls **1-888-838-3836**).
- You will be put in touch with the Professional Relations Services "on-call" counselor who will provide the necessary assistance.

After Office Hours:

- Call 416 962-3836 and follow the instructions.
- If necessary, a lawyer will contact you directly.