

Durham Catholic D.S.B. Health & Safety Requirements

In addition to completing the Ministry of Labour Health and Safety eLearning Module and concussion training required by Nipissing University, teacher candidates assigned to the Durham Catholic District School Board are required to:

- Complete the attached training. Once the school board provides your login information to the Practicum Office, it will be emailed to you so that you can begin.
- Review and complete the attached confidentiality agreement.
- Submit a copy of all completed documents to the Practicum Office (F201) and we will scan them to the school board along with a copy of your Police Vulnerable Sector Check.

All requirements must be met prior to the first day of placement. Failure to comply may jeopardize your placement.

If you have questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.



Durham Catholic District School Board

Student Placement Acknowledgement and Confirmation of Review Form

Full Name:			
Instructions	Policies to Review	Date reviewed	Initials
Web Link: <u>DCDSB Board Policies</u> Please click on the link above to review all listed DCDSB policies. Ensure to initial and date each policies reviewed as a confirmation that you have reviewed the policy. All policies are located on this web page. To quickly locate the policies; use your browsers "Find" feature by pressing "Control" and "F" to search the webpage for the policy name.	Accessibility Policy and Procedures – PO434		
	Occupational Health and Safety – PO318		
	Workplace Harassment and Workplace Sexual Harassment Policy – PO320		
	Workplace Violence – PO324		
	Student Protection – PO607		
I am aware and acknowledge that I must report all injuries and incidents immediately and directly to the School Principal or Site Supervisor.			
I am aware and acknowledge that I have reviewed any applicable onsite emergency procedures with the School Principal or Site Supervisor. This may include and is not limited to the location of eyewash stations and emergency showers, first aid boxes / stations, WHMIS / Safety Data Sheets and site specific evacuation procedures.			
Online Training: Placement Students must complete all assigned online training modules prior to commencement of employment. Please click on the following web address http://dcdsb.systems24-7.com to access our online training modules. You will be redirected to our " Compliance and Online Learning " Welcome page.			
1) Please click on the " Standard Login " Button. 2) For your "Username" enter your " Student Placement Number " (same as employee number) and " Dcdsb1 " (Case Sensitive) for your password.			
If you don't remember your username/student placement number or password please contact sonja.ruby@dcdsb.ca . Please forward any questions about the online training system guy.langevin@dcdsb.ca			
BOARD OFFICE USE ONLY: All online training modules have been completed		Board Representative Initials:	

We are in compliance with the MTCU guidelines. Our organization is covered by WSIB.

Criminal Background Check with Vulnerable Sector dated within six (6) months must be received from the Faculty prior to placement is required.

NOTE: Students will not be eligible to begin placements until all required documentation is received and policies are reviewed.

Date: _____

Placement Officer's Signature

Student's Signature

Completed, Signed and Return by email/scan to sonja.ruby@dcdsb.ca



Durham Catholic District School Board

CONFIDENTIALITY AGREEMENT

Any and all employee information issued to, used by, disclosed to, or developed by the Durham Catholic District School Board in connection with the performance of the position of Students is confidential.

I shall not, without the prior written consent of the Durham Catholic District School Board disclose confidential information to any person or entity except to the Durham Catholic District School Board's employees who require same in connection with performing work under this arrangement and who agree to act in accordance with this agreement. On completion or termination of this agreement, I shall return to the Durham Catholic District School Board all related information either obtained or developed in the course of this Agreement.

Agreed: _____
(signature)

Date: _____