



Practicum Responsibilities

300.38

Adopted:	January 26, 2021
Last Reviewed/Revised:	February 2024
Responsibility:	Superintendent of Education
Next Scheduled Review:	2027

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to providing direction to Administrators and any supporting staff regarding the practicum placements of candidates from various faculties and institutions of post-secondary learning.

Application and Scope:

This policy establishes the appropriate guidelines for engaging in practicum placements for candidates from various faculties of learning for a variety of roles such as Teachers, Social Workers, Education Assistants, Child and Youth Workers, and Early Childhood Educators.

References:

- [Education Act and Regulations](#)
- [WSIB Website Information](#)
- [Board District Code of Conduct \(bhncdsb.ca\)](#)
- [300.15.P – Police Records Checks](#)
- [300.16.P – Health and Safety](#)

Forms:

- FORM A – Workplace Insurance for Practicum Placements
- FORM B - Practicum Placement Checklist
- FORM C – Offence Declaration

Definitions:

Associate/Host Teachers: are qualified teachers with a minimum of three years contract experience who host, guide, and evaluate the Teacher candidate(s) assigned to the practicum placement.

Practicums: are the teacher/early childhood educator/social worker/educational assistants, etc. candidate placements or any candidate seeking a placement in the Board.

Practicum Supervisors: are qualified personnel who host, guide, mentor, and evaluate the candidate placed within the Board.

Teacher Candidates: are students pursuing the Bachelor of Education degree.



Administrative Procedures:

- 1.0 The Human Resource Services Department coordinates all student placements. School Administrators and other staff will not arrange practicum placements.
- 2.0 Administrators and teachers shall refer all inquiries from Faculties regarding practicum placements to the Superintendent of Education. The Superintendent shall be responsible for approving or denying requests from Faculties for practicum placements. If a Faculty is approved for prospective practicum placements, the Superintendent shall establish a protocol for practicum placements that is consistent with this Administrative Procedure.
- 3.0 Principals will solicit interest from staff and submit a list of prospective Associate Teachers/Practicum Supervisors to the Superintendent of Education. All Candidate placements are assigned by the Superintendents (or designate) in consultation with the Principal and Practicum Offices at the Faculty.
- 4.0 Where applicable, the Faculty will ensure the completion of a vulnerable sector screening (completed within 6 months of the placement start date) and/or medical health forms for students (and personnel as applicable) which meet the indicated requirements of any provincial regulations, and such other statutes, regulations and rules which may be enacted from time to time relating to preventive health programs and measures. These forms will be completed or updated prior to the practical and/or clinical experience and the Candidate will provide a copy to the Principal or Supervisor prior to the placement.
- 5.0 In some situations, with certain Faculties, there may be extenuating circumstances where the Candidate is unable to provide a Vulnerable Sector Screening that was completed within 6 months of the placement start date. In these cases, in consultation with the Superintendent, the Candidate will provide the Principal/Supervisor with the Board's Offence Declaration.
- 6.0 Associate Teachers and Faculty Advisors are partners with Candidates in the practicum experience.
- 7.0 Mentors, Practicum Supervisors, and advisors for any post-secondary institutions seeking placement or practicum experiences for their Candidates are partners in the practicum experience.
- 8.0 When a practicum assignment is requested, affiliation agreements need to be reviewed by Human Resource Services, and the Superintendent for signature.
- 9.0 All affiliation agreements and contracts will be returned to the post-secondary institution via the Executive Assistant responsible for the Superintendent of Education.
- 10.0 Communication to Administrators, Managers, Supervisors and/or Curriculum leads of the practicum placement will be completed by the Executive Assistant responsible for the Superintendent of Education.
- 11.0 **Responsibilities**
 - 11.1 **It is the responsibility of the Candidate to:**
 - Complete all necessary forms and training for placement within the Board as outlined in the Practicum Placement Checklist (Form B) in consultation with their Practicum Supervisor.
 - Remain professional and respectful, following the Board District Code of Conduct for all personnel.



- Attend regularly and punctually (at least 30 minutes prior to the start of the school day and 30 minutes after the completion of the school day).
- Attend all the assigned practicum days.
- Report any absences to the appropriate Faculty Advisor as well as to the Associate Teacher/Practicum Supervisor at the Board.
- Reschedule absent days in consultation with the Associate Teacher/Practicum Supervisor.
- Observe the Associate Teacher's or Practicum Supervisor's management/organizational routines and record observations.
- Plan detailed lessons in template format as per the faculty outline if working as a teacher candidate.
- Co-plan and co-teach with Associate Teacher or Practicum Supervisor.
- Recognize that certain placement practicums will require travel and they are responsible for their own transportation and mileage.
- Will participate in an interview for clinical placements as required by the post-secondary institution and the Board.

11.2 It is the responsibility of the Associate Teachers/Practicum Supervisor to:

- Provide Candidates with a model of excellence and professionalism.
- Record Teacher Candidate attendance on the practicum term reports or reports required for the candidate placed at the Board.
- Report any attendance concerns to the Faculty Advisor/Practicum Office.
- Ensure that the Candidate is properly organized for the placement.
- Assist in planning lessons and in providing appropriate resources if necessary.
- Ensure that detailed lesson plans have been written as required on all lessons taught if necessary.
- Review lessons/plans at the beginning of each day, observe, and provide feedback on lessons taught.
- Provide management ideas/assistance for Teacher Candidates and offer suggestions as required.
- Guide the Teacher Candidate in co-planning and co-teaching.
- Provide ongoing assessment of Candidate's practices.
- Complete the Final Evaluation and submit to the Practicum Office of the appropriate faculty.
- Ensure that the Candidate is not left on their own in classrooms/placement environment for a significant amount of time in the absence of the Associate Teacher or Practicum Supervisor.
- Communicate with the Faculty Advisor where applicable.

11.3 It is the responsibility of the Brant Haldimand Norfolk Catholic District School Board to:

- Make available all forms and training (online/in person) to all candidates in a placement at the Board.
- Ensure the safety of all candidates using the attached checklist as a guideline.
- Communicate with the candidate as necessary (Human Resources, Superintendent - Academic Staffing) regarding placement, training, evaluation, completion of contracts/reports.
- Communicate with the post-secondary institution as required or where applicable.
- Record and provide to the placement supervisor/coordinator within 24 hours of the event, any required information concerning injury to a student.



WORKPLACE INSURANCE FOR PRACTICUM PLACEMENTS

Thank you for participating in the unpaid education placement experiences within the Brant Haldimand Norfolk Catholic District School Board (the Board). By providing students with unpaid education placements, you are providing invaluable real-life experiences that assist them in becoming preferred graduates within the community.

Please list and complete what safety training (ex. Safe Schools, Concussion awareness, etc.) has been provided to your student candidate in the below space/box provided, which is to be completed prior to commencement of the unpaid education placement:

**Can also be included in a separate file.*

The Board would like to take this opportunity to ensure that the candidate is made aware of the Workplace Insurance coverage that is provided to your students while they attend their placements.

Ministry Coverage (WSIA and Chubb Insurance)¹

The Government of Ontario, through the Ministry, pays WSIB for the cost of benefits it pays to Student Trainees enrolled in an Approved Program at a Training Agency during Unpaid Work Placements with employers who are either compulsorily covered (Schedule 1 or Schedule 2 employers) or have voluntarily applied to have WSIB coverage.

The Ministry also covers the cost of private insurance with Chubb Insurance for Student Trainees enrolled in an Approved Program at a Training Agency during Unpaid Work Placements with employers that are not required to have compulsory coverage under the WSIA.

The Government of Ontario provides such coverage to encourage the participation of employers in providing Unpaid Work Placements for Student Trainees as part of Ontario publicly assisted post-secondary education and training programs.

The [WSIB Operational Policy Manual](#) states it is the Placement Employer's responsibility to contact the Training Agency to determine whether the WSIB insurance costs are funded by the government. Training Agencies are required to ensure that Ontario Placement Employers with which they are placing Student Trainees are aware of whether there is coverage of the WSIB insurance costs for such students and are aware of relevant WSIB reporting procedures in the event of an accident.

Please note that under either condition above, no claims will be put through a Placement Employer's Workplace Insurance.

<http://www.tcu.gov.on.ca/pepg/publications/guidelines.html#22>

Pre-Placement Process for _____(College/University):

1. The Board will issue this letter to the College/University: **Workplace Insurance for Practicum Placements**, to explain the terms of the Workplace Insurance coverage for students.
2. The _____(College/University) must sign the **Placement Declaration of Understanding** and return a copy to the designated Board contact person. This is a one-time sign off of understanding of student workplace insurance coverage. Without this signed document, no student(s) will be permitted to participate in the Board placements.
3. The _____(College/University) is expected to provide the necessary health and safety training and advise the student(s) of any workplace hazards. The Board expects the _____(College/University) to provide pertinent Health & Safety training. Where requested, the Board is able to complement the training provided by the _____(College/University) by providing "site-specific" Health & Safety information and "Site-specific workplace hazards".
4. The _____(College/University) is responsible for notifying the Board whenever there are any changes to the unpaid work placement.

Reporting Requirements in the Event of an Injury:

Board WSIB conditions:

1. The student candidate must immediately report any workplace related injury or disease that occurs during the unpaid education placement using the Board's Accident/Incident Reporting Form [BHNCD SB Incident Reporting Tool \(onlineincidentreporting.ca\)](#). The Candidate will also report the injury/disease to their Program Coordinator.
2. The Board is responsible for providing initial First Aid treatment and transportation to emergency medical services if required.
3. Reporting to WSIB is required when a Student Trainee experiences an accident while on an Unpaid Work Placement that:
 - Requires medical attention by a health care professional for which there is a fee for service (this could include a physician, dentist, chiropractor, hospital, etc.)
 - Results in lost time from work beyond the date of the work-related accident
 - Requires modified work for more than seven calendar days, and/or
 - Results in exposure to communicable disease
4. Placement Employers are required to report any accident in compliance with the [WSIB Operational Policy Manual, 15-01-02, "Employer's Initial Accident Reporting Obligations."](#)
5. The Board, the College/University student and the College/University must complete and sign the MAESD Post-Secondary Student Unpaid Work Placement Workplace Claim Form (#13-1352E). [Ontario Central Forms Repository - Form Identification \(gov.on.ca\)](#).
6. **Within three days** of learning of a work-related accident the Placement Employer must complete WSIB Form 7 *Employer's Report of Injury/Disease* and send it to the Training Agency. Find the form on the [WSIB website](#).
7. The Form must be then submitted by the Training Agency to WSIB within seven business days of learning of a work-related accident.
8. Detailed instructions and guidelines for completing Form 7 *Employer's Report of Injury/Disease* are included with the Form on the [WSIB website](#).
9. All Training Agencies have been assigned a unique firm number to be used in all correspondence with the WSIB.

10. Attention to detail at the time of reporting helps eliminate later difficulties and unnecessary delays resulting from the WSIB's need to request routine information. The Board's Health and Safety Coordinator is available to assist with any additional questions regarding workplace insurance for post-secondary students on unpaid education placements.

Placement Declaration of Understanding

By signature of the authorized representative here under, with the authority to bind the organization, we confirm our understanding of the following:

1. The types of accident coverage available for unpaid trainees;
2. The reporting process in the event of an injury or disease;
3. To provide all the necessary health and safety training and to inform the unpaid trainee of any hazards in the workplace;
4. Our responsibilities under the Occupational Health and Safety Act and its Regulations; and
5. The reporting responsibilities under WSIB (if applicable to Placement Employer).

Type of placement Employer Workplace Insurance Coverage:

The _____ (College/University) has WSIB coverage (please circle) Y OR N

If YES, please provide WSIB Firm #: _____
(The WSIB Firm # is required for injury reporting purposes only and to verify that the college/university is covered by WSIB.)

If NO, if applicable, please provide the Name of your Private Workplace Insurance Provider: _____

In addition to WSIB coverage, all College/Universities must have a current Affiliation Agreement and proof of current liability insurance on file prior to any student placement activity occurring.

Name (printed): _____

Signature: _____ Title: _____

Organization: _____ Date: _____

Contact Info (Email and/or phone): _____

Distribution

A copy with signature is to be returned to the Board (preferably via scan/email) to the attention of the contact listed.

The Superintendent of Education to retain copies on file.

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer, and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



PRACTICUM PLACEMENT CHECKLIST

This checklist may be used to identify unsafe exposures in facilities/locations where student candidates are engaging in practicum placements to document safety measures in place to protect student candidates from exposure.

Organization Name: Brant Haldimand Norfolk Catholic District School Board			
Equipment		Y/N or N/A	If yes, please identify what safety measures are in place.
Hand Tools and Equipment	Will the student candidate be working with hand tools or equipment? (For example, Hammer, Screwdriver, Blades)	N	
Portable Power Tools and Equipment	Will the student candidate be working with portable power tools or equipment? If yes, has hearing protection been provided? (For example, Drill, Jig Saw, Rotary Tools)	N	
Mobile Equipment	Will the student candidate be working with or near mobile equipment? If the student candidate will be utilizing mobile equipment will training be required and/or provided? (e.g., forklift, pallet truck)	N	
Stationary Power Machines	Will the student candidate be operating stationary power machines? (e.g., drill press, band saw, table saw)	N	
Electrical	Will the student candidate be exposed to any electrical hazards in the workplace? (e.g., electrical panels, lighting, electrical wiring)	N	
Compression	Will the student candidate be working with anything under compression, such as compressed gases or gas cylinders?	N	
Pressure Systems	Will the student candidate be working in proximity to pressure pipes or steam boilers?	N	

Human Factors		Y/N or N/A	If yes, please identify what safety measures are in place.
Harassment	Is there a policy on harassment that will be provided to the student candidate?	Y	HRS 300.01.P Workplace Harassment.pdf
Violence	Is there a policy on workplace violence that will be provided to the student candidate? Has the risk of workplace violence been assessed as required by the Occupational Health and Safety Act (OHSA) (s.32.0.3)? Are there situations where the student candidate could be exposed to violence? Could the student candidate become a subject of violence?	Y	HRS 300.20.P - Workplace Violence Prevention.pdf
Working Alone	Will the student candidate be working alone? (e.g., working alone in an office or building)	N	
Shift Work	Will the student candidate be working shifts? (e.g., working an irregular work schedule)	N	
Computer Use	Will the student candidate be working at a computer for most of a typical day?	N	
Work Stress	Will there be a high level of stress in the student candidate's work?	N	
Musculoskeletal Disorders (e.g., lifting, repetitive actions)	Will the student candidate be using the same muscles repeatedly for a long time without taking time to rest, exerting high amounts of force, and/or required to work in an awkward posture?	N	
General Housekeeping	Will the student candidate work in an uncluttered workspace with minimal distractions? (e.g., tidy work area)	Y	300.16.P – Health and Safety
Entrances, Exits and Stairways	Will the student candidate encounter passageways, entrances, exits (especially fire), or stairways that are not clearly marked or free of obstructions?	N	
Working at Heights	Will the student candidate be working at elevation where they might be susceptible to falling from? If so, is adequate fall protective equipment provided/required?	N	

Chemical Substances	Will the student candidate use or be exposed to flammable, corrosive, toxic, or reactive chemicals? (e.g., acetone, nitric acid, toluene, mineral spirits)		300.36.P – Workplace Hazardous Materials Information System (WHMIS)
Biological Substances	Will the student candidate have contact with any harmful microorganisms?	N	
Restricted Spaces	Will the student candidate be in proximity to or working in restricted space, trenches, or confined spaces? (e.g., manhole, silo)	N	
Hot Materials or Surfaces	Will the student candidate have contact with hot materials or surfaces? (e.g., stove, soldering iron, torch, forging materials, welding materials)		
Ultraviolet Light (Sunlight)	Will the student candidate spend any time working in the sun? If so, for what duration?		
Temperature	Will the student candidate be working in very hot or very cold conditions? (e.g., outdoors, kilns, refrigerated areas)		
Noise	Will the student candidate be exposed to excessive noise in the work environment of 85 decibels or greater?		
Air Quality	Will the student candidate be exposed to excessive dust, fumes, or gases? (e.g., welding fumes, carbon monoxide)	N	
Emergency Procedures	Student candidate will review the school emergency procedures which include (but are not limited to): Fire Emergency, Shelter in Place, Hold and Secure, Lockdown, etc.	Y	
Board Protocols	Student candidate will review the Board Protocols which include (but are not limited to): Child Protection Protocol, Protocol between Police, etc.	Y	<ul style="list-style-type: none"> • School Health Guideline, 2018 (gov.on.ca) • Child Protection Protocol.pdf • Joint Protocol for Student Achievement.pdf • Partnering Together for Healthy Schools Protocol.pdf (bhncdsb.ca) • Protocol between Police and BHNCD SB.pdf • A School and Community Protocol for Violence Threat Risk Assessment and Intervention.pdf

Other			
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ACKNOWLEDGEMENT

We have read and reviewed the information and policies associated within this checklist and understand the safety measures involved in the field placement practicum.

Date: _____

Student Candidate Name: _____

Student Candidate Signature: _____

Practicum Supervisor Name: _____

Practicum Supervisor Signature: _____

Principal Name: _____

Principal Signature: _____

The teacher and principal to retain copies on file.

Information Collection Authorization

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OFFENCE DECLARATION – STUDENT PLACEMENT

Print name:	College/University:
College/University Placement Supervisor:	

Preamble: As a condition of student placements with the BHNCD SB, all student candidates are required to submit a satisfactory Criminal Background Check prior to the commencement of their placement. On occasion, emergencies arise, and the Board must allow student candidates to commence work without receiving the Background Check.

Instruction: There are two sections which are required to be completed by you in order to start your placement. Section 1- Criminal Offence Declaration and Section 2 - Acknowledging the agreement between yourself and the Board.

Section 1 - Criminal Offence Declaration

I, _____, hereby declare that:
(print name)

I have **no** convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been used or granted:

Conviction/Offence: _____

Signature of Candidate:	Date:
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Section 2 - Acknowledgment

By signing below I acknowledge that the Board reserves their right to revoke any offer of student placement should the Offence Declaration prove to be false or misleading in any respect.

I further agree that I will submit the required Criminal Background Check to the Brant Haldimand Norfolk Catholic District School Board without delay and in a timely manner.

Signature of Candidate:	Date:
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