



Niagara Catholic District School Board

GUEST SPEAKERS IN SCHOOLS

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

No. 303.4

Adopted Date: September 3, 2024

Latest Reviewed/Revised Date:

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Administrative Operational Procedures for third-party guest speakers in Niagara Catholic schools/sites support enhanced transparency and communication with parents/guardians.

PREAMBLE

The Niagara Catholic District School Board recognizes that third-party guest speakers enhance and complement the excellent teaching and learning that occurs every day in Niagara Catholic schools supported by administration and staff to enrich students' educational experiences.

In Niagara Catholic, we have the opportunity and responsibility to address social, mental health and/or ethical issues through the lens of our Catholic faith. By addressing topics within a safe environment, with appropriate supports, and within the context of established relationships, Niagara Catholic students and staff can become agents of change in the light of faith.

The administrative operational procedures apply to all individuals booking a third-party guest speaker to ensure that a presentation aligns with the Ontario Catholic School Graduate Expectations, has a direct connection with the Ontario curriculum, supports Board and school policies, the values of Catholic education, and the expectations for behaviour aligned with the Board Code of Conduct.

Niagara Catholic will endeavour to select guest speakers who adhere to these administrative operational procedures, in conjunction with our educational goals, faith traditions and in consideration of diverse backgrounds and experiences. Parents/guardians will be notified about any materials, giveaways or literature before a presentation.

The principal/vice-principal/staff member has the authority and the responsibility to discontinue the presentation with a warning and/or terminate the presentation for any reason. Niagara Catholic assumes no responsibility or liability as a result of any actions of a third-party guest speaker. The name and affiliation/organization of a guest speaker who has been warned, or stopped from continuing a presentation will be distributed to all school administrators within the Board by the Family of Schools' Superintendent.

DEFINITION OF GUEST SPEAKER

The use of the term *guest speaker* throughout this document refers to all third-party guest speakers, presentations and/or performances held in Niagara Catholic schools and Board sites, either in an individual classroom(s) or in a large group assembly setting, to a school-sponsored group, or at a school sponsored event.

PROCESS FOR BOOKING A GUEST SPEAKER/PERFORMANCE

It is the responsibility of all staff to follow the administrative operational procedures for booking a guest speaker/performance.

PRIOR TO BOOKING A GUEST SPEAKER/PERFORMANCE

Prior to booking a guest speaker/performance a staff member is expected to:

- refer to the [Mental Health Decision Support Tool](#) and consult with the Manager of Mental Health and Well-Being for any guest speaker/performance on mental health and well-being.
- consult with the Indigenous Lead regarding any guest speakers or presentation about Indigenous topics/education.
- consult with the Board Chaplaincy Leader as appropriate.
- consult with the principal/vice-principal regarding the topic of the guest speaker to determine curricular connections, the faith component and relevance to the program, course/activity.
- complete and submit the *Request for a Guest Speaker/Performance Form* ([Appendix A](#)) to the principal/vice-principal for approval.

APPROVAL

Once approval has been granted by the school principal/vice-principal, the staff member who has booked the guest speaker/presentation is responsible for the following:

- providing and reviewing the terms contained in the *Agreement for Guest Speaker* ([Appendix B](#)) with the guest speaker.
- reviewing the [Access to Board Premises AOP \(302.6.3\)](#) with the guest speaker.
- confirming the date, time and location of the presentation.
- confirming audiovisual, computer or other equipment that may be required.
- receiving copies of any handout materials, giveaways or literature that will be provided prior to the event for principal/vice-principal approval.
- providing notification to parents/guardians at least 14 calendar days in advance of the planned event ([Appendix C](#)).
- informing students of the purpose of the presentation, the connection to the curriculum and the expectations for student behaviour.
- informing the main office about the date/time of arrival of the guest speaker/performance.

DAY OF EVENT

The staff member who booked the guest speaker/performance is responsible for:

- greeting and meeting the guest speaker in the office.
- following the sign in and out procedures for visitors.
- introducing the guest speaker to the principal/vice-principal and other appropriate staff
- accompanying the guest speaker to the location of the presentation
- acting as the facilitator, and monitoring student behaviour during a presentation.

RESPONSIBILITIES OF THE GUEST SPEAKER/PERFORMANCE

All guest speakers must review, sign, and submit the Agreement for a Guest Speaker/Performance to the school principal/vice-principal prior to the event.

The following guidelines must be followed:

- that the presentation aligns with the Ontario Catholic School Graduate Expectations, has a direct connection with the Ontario curriculum, supports the values of Catholic education, and the expectations for behaviour aligned with the Board Code of Conduct.
- that any distribution of materials, giveaways, or literature must be pre-approved by the principal/vice-principal
- that the presentation is in compliance with all Niagara Catholic policies and administrative operational procedures and the terms of engagement
- that the collection of students' names, addresses, emails, or phone numbers is prohibited
- that photos, video and audio recordings are not permitted at any time prior, during or after the presentation without verbal or written consent.

TERMS OF ENGAGEMENT, REMUNERATION AND CANCELLATION POLICY

Terms of engagement, remuneration (if applicable) and cancellation policies will be addressed at the school level between parties and before signing any agreement with a third party.

COMMUNICATION TO PARENTS/GUARDIANS

Communication will be provided to parents/guardians at least 14 calendar days in advance of the planned event ([Appendix C](#)).

Communication will include:

- date and time of the activity;
- name(s) of the guest speaker(s) and the organization they represent, if any;
- title and location of the activity, together with the names of the presenters or performers;
- topic or focus of the activity; and
- connections to the curriculum and/or the purpose of the activity;
- details of any handout materials, giveaways or literature that will be provided.

If, at any time, there is a change to a planned event or should arrangements at the school level not allow for 14 calendar days' advance notice (i.e., change in speakers, limited planning time), the school will be required to provide this information to parents/guardians as soon as final arrangements are confirmed.

School boards are permitted to exclude certain information (such as date and time of activity) where the school board determines that posting this information would pose a safety risk to students and/or staff.

References:

- [*Provincial Code of Conduct*](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [*Access to Board Premises AOP \(302.6.3\)*](#)
 - [*Code of Conduct Policy and AOP \(302.6.2\)*](#)
 - [*Privacy Policy \(600.6\)*](#)
 - [*Safe and Accepting Schools Policy \(302.6\)*](#)

Adopted Date: September 3, 2024

Revision History:



REQUEST FOR A GUEST SPEAKER/PERFORMANCE FORM

Name of Staff Member Making the Request: _____ Position: _____

Date of Request: _____

Date of Presentation: _____ Time/Period of Presentation: _____ to _____

Name of Guest Speaker(s) _____

Affiliation/Organization: _____

Has the guest speaker/performance been recommended/approved by:

- Board Chaplaincy Leader
- Manager of Mental Health and Well-Being
- Indigenous Lead
- Superintendent of Education

Risk Factors: Low Risk Medium Risk High Risk

Has the guest speaker/performance previously presented in Niagara Catholic Schools: Yes No

If yes, referred by: _____

Intended Audience:

Promotion of Business (i.e., books, etc.) Yes No

If yes, provide a brief description: _____

Connection to grade level curriculum:

Brief description:

A signed “Agreement and Guidelines for a Guest Speaker/Performance” Form, and the Vendor Information Form is attached.

Yes No

Signature of Staff Member: _____ **Date:** _____

To be completed by the Principal/Vice-Principal Approved Not Approved

Signature: _____ **Date:** _____

BOOKING A GUEST SPEAKER/PERFORMANCE IN NIAGARA CATHOLIC

RISK FACTORS

Please review the risk factors below before booking a guest speaker or performance.

RISK FACTORS

Low Risk	Medium Risk	High Risk
<p>Volunteer Speaking Engagement – speaking only, no props, no stage sets, no physical demonstrations using audience ‘volunteers’ (e.g., Indigenous Elders, Social Justice speakers)</p> <ul style="list-style-type: none"> It is possible they may not have an official business with liability insurance. This is permissible. 	<p>Paid speaking engagement with audience participants involved with demonstrations of activities, such as martial arts, yoga, fitness regimes/exercises, hypnosis, self-defence, etc.</p> <ul style="list-style-type: none"> This scenario may expose participants to physical injury; therefore, this scenario would qualify as medium risk. Request confirmation of insurance and request to have the school board added as an additional insured on the presenter's policy. Audience participants should sign Informed Consents (if under 18 years of age) or properly worded waivers if over 18 years of age. 	<p>Paid speaking/performance engagement with features including (but not limited to) audience participation, stage production features including props, special effects, exotic animals, sound/lighting systems, staging and/or bleachers erected by contractor's employees, etc. (NOTE: Fireworks, pyrotechnics and other incendiary props or devices are strictly prohibited).</p> <ul style="list-style-type: none"> These are high-risk scenarios and may need to involve experienced professional organizers. Request certificate of insurance naming the school board as an additional insured.
<p>Paid speaking engagement – speaking only, no props, no stage sets, no physical demonstrations using audience "volunteers" (e.g., martial arts, yoga, fitness exercises, etc.).</p> <ul style="list-style-type: none"> This scenario would qualify as a low risk. Request confirmation of insurance from paid speaker (currently, OSBIE recommends limits of liability insurance between \$2 Million and \$5 Million for ANY contractor performing duties for school boards). <p>If an honorarium is given to the speaker/presenter they must provide a Social Insurance Number. This is consistent with CRA requirements.</p>		



AGREEMENT FOR A GUEST SPEAKER/PERFORMANCE

The following guidelines must be followed for any presentation to students in Niagara Catholic schools/sites, either in individual classroom(s) or in a large group assembly setting, to a school-sponsored group, or at a school sponsored event:

- ensure that a presentation aligns with the Ontario Catholic School Graduate Expectations, has a direct connection with the Ontario curriculum, supports the values of Catholic education, and the expectations for behaviour aligned with the Board Code of Conduct
- be in compliance with all Niagara Catholic policies and administrative operational procedures.
- distribution of materials, giveaways, or literature must be pre-approved by the principal/vice-principal
- collection of students' names, addresses, emails, or phone numbers is prohibited
- photos, video and audio recordings are not permitted at any time prior, during or after the presentation without verbal or written consent

The principal/vice-principal/staff member has the authority and the responsibility to discontinue the presentation with a warning and/or terminate the presentation for any reason.

- The name and affiliation/organization of a guest speaker who has been warned, or stopped from continuing a presentation will be distributed to all school administrators within the Board by the Family of Schools' Superintendent.

I have read, acknowledge and agree to the terms contained in the Agreement for a Guest Speaker/Performance in the Niagara Catholic District School Board.

Signature: _____ Date: _____

I DECLARE, that:

I have **no** convictions 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).

The declaration was dated at _____ on _____

Signature: _____

Date: _____



Niagara Catholic District School Board
 427 Rice Road, Welland, ON L3C 7C1
 Phone: 905-735-0240

Vendor Information Form

Vendor/Company Name (name that appears on your invoice):		
Legal Vendor/ Company Name (if different):		
Street Address:		
City:	Province:	Postal Code:
Phone:	Fax:	Website:
Is the remit to name / address the same as above? (If no please complete below) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Remit to Name:		
Street Address:		
City:	Province:	Postal Code:
Sales Contact Name:		Sales Contact Phone Number:
Email address where purchase orders are to be sent:		
Do you accept credit cards? <input type="checkbox"/> Yes <input type="checkbox"/> No		Specify Payment Terms:
Preferred method to receive payment: <input type="checkbox"/> EFT Transfer <input type="checkbox"/> Cheque If EFT is selected, complete and attach "Direct Deposit / Electronic Funds Transfer Vendor Enrollment Form".		
Select the following option that applies:		
<input type="checkbox"/> The business is GST/HST registered. Please provide: <ul style="list-style-type: none"> • The exact name the business is registered under _____ • The GST/HST registration number _____ • CRA documentation showing proof of GST/HST number 		
<input type="checkbox"/> The business is not GST/HST registered but is a registered business. Please provide: <ul style="list-style-type: none"> • The Business Number _____ 		
<input type="checkbox"/> I am a sole-proprietor or individual (SIN # is required for T4A issuance): <ul style="list-style-type: none"> • S.I.N # _____ 		
Conflict of Interest Declaration (select the following option that applies):		
<input type="checkbox"/> The owner(s) of this business and/or any individual(s) employed by this business in a decision-making role does not work for or are related to someone who works for the Niagara Catholic District School Board. <input type="checkbox"/> The owner(s) of this business and/or any individual(s) employed by this business in a decision-making role does work for or are related to someone who works for the Niagara Catholic District School Board. Complete the table below (attach additional pages if required):		
Vendor Employee Name(s)	NCDSB Employee Name(s)	Relationship to NCDSB Employee
Vendors working onsite at any Board location must provide with this application:		
<ul style="list-style-type: none"> • Workers Compensation (WSIB certificate required) • Commercial General Liability Insurance Certificate required (\$2,000,000.00 minimum per occurrence) 		

Name (printed): _____

Signature: _____

Title: _____

Date: _____



Niagara Catholic District School Board
427 Rice Road, Welland, ON L3C 7C1
Phone: 905-735-0240

Direct Deposit/Electronic Funds Transfer (EFT)

Vendor Enrollment Form

Enrollment | Modification

Section 1 – Vendor Information

Vendor/Company Name:		
Address:		
City:	Province:	Postal Code:
Phone:	Fax:	Website:
Contact Person:		Title:
Contact Phone Number:		EFT Remittance Email:

Section 2 – Financial Institution Information

Bank Name:		
Address:		
City:	Province:	Postal Code:
Bank Transit Number (5 Digits):	Bank Number (3 Digits):	Account Number:

Section 3 – Vendor Signature and Authorization

I hereby authorize the Niagara Catholic District School Board to Deposit via EFT to the account indicated above for the purpose of paying vendor invoices.

Vendor Signature - Must be the same as the
contact person in Section 1

Date: MM/DD/YYYY

Please Note: A void cheque or bank letter must accompany this form for verification.

Send completed forms and all required documentation (WSIB, Commercial Liability Insurance, void cheque) to
shari.bush@ncdsb.com.

Place on School Letterhead

Date

Dear Parent(s)/Guardian(s):

Our goal for guest speakers and presentations at the school is to enhance the excellent teaching and learning that occurs every day at our school with our administration and staff.

This letter is to notify you that our school has invited (name of speaker) to present to our _____ (grade/course students) on _____ (date) at _____ (time) about _____ (topic/subject).

This presentation supports (grade level curriculum expectations) _____ and will generate further learning activities for our students.

If applicable include:

Our speaker will be distributing handout materials, give-away items, or literature, that will be approved prior to distribution to students. _____. Also, obtain any necessary consent if required.

Opt-Out Option: If you prefer that your child(ren) not attend this presentation with this guest speaker please notify the classroom/subject teacher in advance so that alternative arrangements can be made during that time.

If you have a concern or a question about the presentation, please contact me at the school before the presentation date.

Thank you for your continued support of Catholic education and student achievement and well-being in the Niagara Catholic District School Board.

Sincerely,

Principal