

Students 9520 Interviews, Searches, and Apprehension of Students	Administrative Application	
	Last Reviewed /Approved on:	August 17, 2026
	References:	The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP) The Youth Criminal Justice Act (YCJA) The Health Information Protection Act (HIPA), where applicable Ministry Guide for Sharing Personal Information and Personal Health Information of Children and Youth (2025) Provincial Child Abuse Protocol 2023 The Child and Family Service Act, Sec. 17-19 Miscellaneous Student Policies – Interrogations and Search Policy Legal Ref: EA 150-152, 175, 231 Policy 12 – Role of the Director
	Status:	Operational

Preamble

In situations involving investigative interviews and searches, Regina Police Services, Royal Canadian Mounted Police, Ministry of Social Services, and Ministry of Corrections, Policing, and Public Safety, officials will act as their duty directs. This may require a search of the school or the apprehension of a student with or without giving prior notice to parents, depending on circumstances. Principals shall cooperate with these officials requesting interviews, searches, or apprehension of students.

Application

1. All requests by officials for interviews, searches, or apprehension of students shall be directed to the principal.
2. If unknown, the administration verifies the identity of officials requesting access to students or searches.
3. In situations where an official finds it necessary to interview a student, the principal shall do the following:
 - a. Verify with the officials whether the student's parent(s)/guardians have been informed of the request. If the student's parent(s)/guardian(s) have not been informed, work with the official to do so before the interview, unless specifically requested to the contrary. The principal should ensure the official follows-up with the parent(s)/guardian(s).
 - b. Arrange to have the interview conducted in an appropriate meeting room.

4. In situations where an official requests a search of the facility, the principal shall accompany them on their search.
5. In situations where an official finds it necessary to remove a student from the school, the principal shall do the following:
 - a. Request that the official inform the student's parent(s)/guardian(s) of the action taken, as soon as appropriate.
 - b. Indicate to the official of your intent to notify the student's parent(s)/guardian(s) regarding the removal of the student.
6. Keep accurate records of circumstances surrounding any official interviews, searches, or removal of students and document in Student Information System.
7. Information Sharing: Principals may share personal information with police services, child protection workers, government officials, health care bodies, and other authorized service providers where authorized by legislation and necessary to protect health or safety, support risk assessment, safety planning, service coordination, student well-being, fulfil a duty to report, or comply with law.
 - a. Information disclosed shall be limited to the minimum information reasonably necessary for the intended purpose and shared only with persons having a legitimate need to know.
 - b. All disclosures should be documented in Student Information System.

Regulations and Procedures

1. Interview

- a. Interviews of students shall be limited to officials listed.
- b. Officials must present identification to the principal prior to any interview.
- c. The exception to the conditions identified in (a) is when a Police Officer has a warrant or the Police Officer or Social Services official can indicate the necessity and reasons for immediate action, or where they can clearly demonstrate to the principal that such action would be in the best interest of the student.
- d. Principals should consider whether a student may be a mature minor capable of participating in decisions related to disclosure of personal information, where appropriate and consistent with legislation.
- e. In cases of investigation of child abuse or neglect, the responsibility for contact with the parent(s)/guardian(s) rests with the investigating Social Services official or Police Officer. In other instances, when a Police Officer seeks to interview a student during school hours, the principal shall:

- i) Attempt to notify the parent(s) or guardian(s) so that they might be present if they wish, and,
 - ii) Request that any interview be delayed until such times as the parent(s) or guardian(s) is/are present.
- f. Where parent(s) or guardian(s) is/are not available, the principal may request that the officials leave the premises and that the interview be conducted at another time and/or place. However, if police insist upon proceeding, the principal must:
 - i) Comply with the request to avoid charges of obstruction.
 - ii) Act "in loco parentis" to safeguard the student's rights by remaining with the student to ensure that the student is instructed about what is happening and advised of the student's rights.
- g. Prior to the interview the principal shall ensure that the student is informed of the student's rights and understands:
 - i) the reason for the investigation and interview;
 - ii) that any statement can be used as evidence against the student;
 - iii) that the student need not make a statement and that the prudent course of action is to refrain from making any statement until prior consultation with one's parents or an adult (i.e. has the right to remain silent);
 - iv) that the student may consult with a lawyer, parent, or other adult prior to making a statement; and,
 - v) that the student may have a parent, lawyer, or other adult of the student choice present during the interview.
- h. In the event of a principal or staff member attending an interview at the request of the student, the proceedings of the interview shall be documented with particular attention being given to the following:
 - Date
 - Time
 - Names of persons present
 - Information provided regarding rights (external interview)
 - Summary of conversation
 - Time of conclusion
 - Disposition – action to be taken
- i. The principal must notify the parent(s)/guardian(s) if a student is to be removed from the school premises. Where disclosure restrictions are imposed by police,

child protection authorities, or legislation, parental notification may be delayed or withheld as directed by the responsible authority.

- j. School records for school incidents and relating to a police investigation of an infraction of criminal law are to be kept on file. All records shall be destroyed if the charges are dropped or the student is acquitted.
- k. All abuse investigations shall follow procedures according to the according to the *Provincial Child Abuse Protocol 2023*.

2. Search

- a. Principals and/or designated staff members are authorized to search school property to maintain order, safety, or discipline.
- b. Each school shall develop procedures and policies with respect to regular inspection by teachers or designated staff of desks, lockers, and other school property used for storage of student materials. These procedures and policies must be communicated to the students upon registration.
- c. If the principal or designated staff ascertains that there are reasonable grounds of a criminal offence is being, or has been committed, that a search of the student or property will provide evidence in these matters, or will lead to the conclusion that the commission of a criminal offence has or is about to occur, a search can proceed subject to the following:
 - i) The search should proceed immediately if there is reason to believe that the safety of the student or other students is in question.
 - ii) If the safety of the student or other students is not in question:
 - Attempts should be made to have the student present and consent to the search.
 - Where the student is not present or does not consent to the search, or the school officials do not wish to undertake the search under their own authority, school officials shall proceed after due process. This requires that police be contacted and the search proceeds under their direction.
 - At least one witness shall be present when a search takes place.
 - All searches must be conducted by or with the cooperation of police.
- d. Any search on school premises initiated by the police shall be:
 - i) Duly authorized by a warrant, or,
 - ii) In relation to drugs, or weapons, or,
 - iii) Incidental to the appearance of the police to arrest a student, or,

- iv) In relation to a school-initiated search that results in a request for police assistance in accordance with Section 2 (c).
- e. The principal or designate shall accompany the police in any search unless the student is advised by the police to the contrary.
- f. Except for the circumstances outlined in (d) any other search by the police is to be permitted only where the principal determines that such a search should be conducted to ensure that safety of the student or to the students or for the purposes of ensuring the good order and well-being of the students in the school.