

Use of Assistive Devices by the General Public	
Adopted: February 2, 2010	Last Reviewed/Revised: April 2, 2024
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: I-20 Integrated Accessibility Standards VI-46 (b) Use of Service Animals by the General Public VI-46 (c) Use of Support Person by the General Public VI-46 (d) Accessibility Standards - Notification of Disruption of Service VI-46 (e) Monitoring and Feedback on Accessible Customer Service	

Purpose

To comply with the Ontario Ministry of Labour and Ministry of Education in the area of Accessibility Standards to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications, employment and transportation.

Application and Scope

This procedure applies to all operation policies and procedures in all facilities within the Halton Catholic District School Board (HCDSB).

References

- [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#)
- [Integrated Accessibility Standards, Ontario Regulation 191/11](#)
- [Ontario Human Rights Code](#)

Definitions

Assistive Device is any device used by persons with disabilities to help with daily living. Assistive devices include a range of products such as, wheelchairs, walkers, white canes, oxygen tanks, augmentative and alternative communication systems.

Principles

The Halton Catholic District School Board welcomes all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of persons with disabilities. Such services incorporate measures that include, but are not limited to, the use of assistive devices.

Requirements

Responsibility:

- Supervisory Officers, Principals and/or designates and other supervisory staff will ensure that staff is trained to support parents/guardians and the general public who may use assistive devices while accessing HCDSB services.
- Training is focused on how to interact with people using assistive devices rather than on the technical use of the assistive devices.
- Students and staff have separate and specific procedures related to their personal use of assistive devices.

Communication re: Use of Assistive Devices

Assistive Devices Carried by Persons with Disabilities

- The HCDSB website and each school website, as applicable, will indicate the availability of assistive devices provided by the HCDSB or school to assist in the provision of services to persons with disabilities.
- Each HCDSB facility that is open to the public will, as applicable, post information in the front office/reception area that indicates the availability of assistive devices and encourage potential users to seek support from staff as required.

These should include:

- **Alternate service methods:** Assistance of a staff person to complete a transaction, e.g., school registration.
- **Assistive devices:** TTY service, telephones with large numbers, amplifiers (voice or sound), lifts.
- **Services:** Sign language interpretation, oral interpretation, real-time captioning, braille written information.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board