

## Administrative Procedure 213

---

# THE HUB (INTER-MINISTERIAL COLLABORATIVE SUPPORT)

## Background

The Division supports inter-ministerial collaborative support to better meet the needs of students and/or their families deemed to be at acutely elevated risk across multiple human service providers. The Hub is a multi-agency, inter-ministerial team designed to mobilize the delivery of human services to individuals and/or their families in order to provide an immediate, coordinated and integrated response to mitigate the acutely elevated risk in order to reduce harm, crime and victimization.

## Procedures

1. SRPSD employees will refer students to the Hub through the principal.
2. The principal will consult with school and/or school division personnel to determine whether or not all of the school and school division resources have been exhausted in order to mitigate the acutely elevated risk of a student and/or their family.
3. When it has been established that all of the school and school division resources have been exhausted and that an inter-ministerial response is needed to mitigate the acutely elevated risk then the principal or designate will complete the [Hub Referral Form](#). The principal may inform their superintendents about the Hub referral if deemed necessary.
4. Parental consent for the referral will be sought using a Hub Release of Confidential Information [Written Consent Form](#) or a [Verbal Consent Form](#). In situations where a student's mental health or physical safety need to be protected consent is not required
5. The principal will sign the referral form and fax or email it to the CMPA education representative who will discuss the referral with the SRPSD Hub member and either the Hub member or the education representative will discuss the referral with the principal.
6. After consultation between the parties identified in procedure 4 and 5 has been completed and it has been determined by all parties that that the referral has met the requirements to be discussed at the Hub then the SRPSD hub member or the CMPA education representative will present the referral to the Hub.
7. Following the Hub meeting, inter-ministerial decisions and intervention plans will be shared with the principal and/or designate. Collaboration between the Hub and the school may determine the school-based team's involvement in mobilizing the plan.
8. Schools will engage in cooperation with Hub interventions with the highest priority.

Reference: Section 87, *The Education Act, 1995*

Approved: May 12, 2014