

Administrative Procedure 159 - Appendix D

Appendix D – SMUDGING PROTOCOL CHECKLIST

Before I conduct or facilitate a smudge,

- ☐ Student/family/staff member has requested or has expressed interest in a smudge

I have:

- ☐ Reviewed Administrative Procedure - 159 Indigenous Cultural Protocols Protocols and Administrative Procedure - 159 - Appendix C - Smudging in Division Facilities.
- ☐ Received proper teachings and permission from an Elder or Knowledge Keeper connected to Black Gold School Division.
- ☐ Made administration aware of detailed plans, including the date, time, location, and participants.
- ☐ Properly sourced materials that have been obtained following protocols.
- ☐ Selected and tested the location to ensure adequate ventilation and ethical space for everyone.
- ☐ Ensure that the Consent for Smudging in School form has been completed by all parents/guardians.

Colleagues who are in close proximity to the smudge location are:

- ☐ Fully informed of the details
- ☐ Invited to enter into a respectful conversation
- ☐ Have ongoing opportunities to ask questions
- ☐ Invited to participate, if interest expressed

During a smudge, I have:

- ☐ Followed Administrative Procedure 159 – Indigenous Cultural Protocols and Administrative Procedure 159 - Appendix C - Smudging in Division Facilities.
- ☐ Posted a sign on the door (sample signage is available on the following page for staff to print and use).
- ☐ Followed teachings from an Elder or Knowledge Keeper connected to BGSD.
- ☐ Ensured the amount of medicines used does not create excess smoke.
- ☐ Ensured the area where the ceremony occurs has at least two metres of clearance from combustible materials.
- ☐ Kept the door closed until all smoke has dissipated (if in a classroom).

- ☐ Ensured a fire extinguisher is readily accessible.
- ☐ Ensured an ethical space was held for everyone.

After I conducted or facilitated a smudge, I have:

- ☐ Ensured protocols for the ashes were honoured.
- ☐ Sought feedback from colleagues in close proximity.
- ☐ Addressed any issues or concerns.

**Indigenous
Smudge in
progress.
You may
smell smoke.**