

Administrative Procedure 171

VIOLENCE

Background

All members of the education community have a right to work and learn in a respectful environment that is free from violence.

Prairie South School Division is committed to taking every reasonably practical measure to create and maintain work environments where employees, students and volunteers are treated with respect and dignity. The Board recognizes its responsibility to provide education regarding work place violence, and to provide the opportunity for training to resolve situations that occur. The Board is committed to taking corrective action respecting any person under the Board's direction who subjects any person to violence.

Procedures

1. Administration of Violence Prevention

- 1.1 Employees, students and volunteers are to use the **Violent Incident Report Form (Safe Schools Handbook)** for investigation of an incident of violence.

2. Violence Prevention Procedures

- 2.1 Prairie South School Division defines violence in accordance with the *The Occupational Health and Safety Regulations, 1996* as, "...the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury".
- 2.2 The Division shall make every reasonably practical measure to minimize the potential for violence including:
 - Adopting preventive measures such as training for employees, students and volunteers.
 - Developing ways and means of recognizing potentially violent situations.
 - Establishing anticipatory approaches to prevent or minimize violence.
 - Providing violence prevention training to existing and new employees.
 - Developing procedures for dealing with incidents of violence and how to obtain assistance.
 - Establishing procedures for reporting, investigating, and documenting violent incidents.

- 2.3 The Division will intervene and take supportive and appropriate action when any acts of violence, threats, or intimidation occur.
- 2.4 Employee, student and volunteers responsibilities shall include:
 - 2.4.1 Attending training sessions as required.
 - 2.4.2 Utilizing skills as trained and/or learned.
 - 2.4.3 Using *the Violent Incident Report Form (Safe Schools Handbook)* for reporting an incident of violence.
- 2.5 Employees shall be informed, within the context of legal protocols, of potential risks of violence by some or all of the following means:
 - 2.5.1 Review of relevant reports and documents in consultation with the principal, supervisor or Special Education personnel;
 - 2.5.2 Briefing by the principal or supervisor with respect to background, procedures and strategies;
 - 2.5.3 Consultation with Special Education personnel with respect to background, procedures and strategies.
- 2.6 Workshops and information for employees in the area of violence will be provided with a focus on:
 - 2.6.1 Ways and means of recognizing potentially violent situations;
 - 2.6.2 Proactive approaches to preventing or minimizing violence;
 - 2.6.3 Procedures for dealing with incidents of violence and how to obtain assistance;
 - 2.6.4 Reporting, investigation and documentation of violent incidents.
- 2.7 An employee who has been exposed to an incident of violence will be given the opportunity to consult with a physician for treatment or referral for post-incident counseling without loss of pay or benefits. If an employee seeks medical assistance or misses work as a result of a violent incident in the workplace. The employee and the Board must file a report of injury with The Workers' Compensation Board as required. Compensation for medical expenses, time loss or disability to which any employee may be entitled to pursuant to The Workers' Compensation Act will not be duplicated.
- 2.8 Nothing in this policy shall discourage or prevent an employee from referring a violent incident to the Occupational Health and Safety Division pursuant to the most current Occupational Health and Safety Act, initiating a complaint under the Saskatchewan Human Rights Code, the Saskatchewan Teachers' Federation, or exercising any other legal rights available under any other law, including filing a complaint with the police.

3. Violence Reporting – Employees

- 3.1 Employees who work in settings where they could be at a higher risk of violence may include:
 - 3.1.1 Employees who work with students who have a history of violence.

- 3.1.2 Employees who work with students who suffer from specific medical conditions, which can increase the probability of those students being perpetrators of violent acts.
- 3.1.3 Employees who provide services to a student whose parent or guardian has a history of violence or who has threatened school staff.
- 3.2 Primary areas of potential risk of violence centre on classrooms, hallways, playgrounds and personnel assigned to these locations.
- 3.3 All employees have a responsibility to ensure a safe workplace. To that end, employees are to promptly communicate issues relating to violence as follows:
 - 3.3.1 Employees who believe they have been subjected to a violent act will report the incident to the principal or supervisor immediately.
 - 3.3.2 Employees who have been the victim of a violent incident must complete an **Incident Report Form (Safe Schools Handbook)** and forward it to the principal or supervisor.
 - 3.3.3 Employees who believe a student, colleague, or visitor to the workplace represents a danger to the safety of the workplace are to notify the principal or supervisor immediately.
 - 3.3.4 The principal will initiate the **Violent Threat Risk Assessment protocols (Safe Schools Handbook)**.
- 3.4 All violent incidents are to be investigated as soon as possible following receipt of a complaint. Principals and supervisors are to investigate all reports of violent incidents as follows:
 - 3.4.1 Review the complaint and interview the complainant, alleged perpetrator(s), if possible, and any witnesses.
 - 3.4.2 Summarize the information and review the *Incident Report Form*.
 - 3.4.3 Permit the alleged perpetrator to provide a statement;
 - 3.4.4 Advise the complainant of his or her right to report the complaint to police.
 - 3.4.5 Complete a written report of the results of the investigation and forward it to the Director.
- 3.5 The complainant and alleged perpetrator may choose to be accompanied by an employee representative or other person of choice at any stage in the investigation.
- 3.6 Following an investigation that confirms the occurrence of a violent incident:
 - 3.6.1 Where the alleged perpetrator is an employee of the school division, the school division will take appropriate supportive and disciplinary action.
 - 3.6.2 Where the alleged perpetrator is a student, the school will take appropriate supportive and disciplinary action.

- 3.6.3 Where the alleged perpetrator is a parent or another member of the public, the Director of Education, will take the appropriate action necessary to minimize the risk of another incident.
- 3.7 Employees affected by a violent incident are to be informed of the results of the investigation.

Reference: The Occupational Health and Safety Regulations, 1996
The Saskatchewan Human Rights Code Act
Section 85, 87, 175, Education Act
Canada Criminal Code
Canada Labour Code
Canadian Charter of Rights and Freedoms
STF Code of Ethics
Child Welfare Act

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