



## Administrative Procedures

<b>AP-512</b>  VIOLENCE PREVENTION	<b>Date of implementation:</b> Fall 2006 <b>Date of update:</b> December 23, 2019
	<b>Related Administrative Procedures:</b>

**Purpose:** The Director of Education or designate is responsible for maintaining and keeping current these procedures and for ensuring that they are available in all schools and work centers.

Employees, students and volunteers are to use the Violent Incident Report Form (Appendix A) for investigation of an incident of violence.

### **Procedures:**

#### 1) General

- a) The Division defines violence 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”.
- b) The Division is to minimize the potential for violence by adopting preventive measures such as training for employees, students and volunteers by:
  - i) Developing ways and means of recognizing potentially violent situations;
  - ii) Establishing anticipatory approaches to prevent or minimize violence;
  - iii) Developing procedures for dealing with incidents of violence and how to obtain assistance;  
and
  - iv) Establishing procedures for reporting, investigating, and documenting violent incidents.
- c) The Division will intervene and take supportive and appropriate action when any acts of violence, threats, or intimidation occur.
- d) This procedure is to be reviewed regularly. Any revisions are to be communicated to all employees, students and volunteers.
- e) The Director of Education is to direct principals and supervisors to advise employees, students and volunteers annually of these procedures.
- f) The Director of Education or designate is to provide for the collaborative review of these procedures every three years.

## 2) Violence Prevention and Reporting – Employees

- a) Principals are to inform employees and volunteers who work in settings where they could be at a higher risk of violence. These may include:
  - i) Employees who work with students who have a history of violence;
  - ii) Employees who work with students who suffer from specific medical conditions, which can increase the probability of those students being perpetrators of violent acts; and
  - iii) Employees who provide services to a student whose parent or guardian has a history of violence or who has threatened school staff.
- b) Principals are to inform employees of their right to report any violent incident in the workplace as a process for reducing or eliminating violence with the intention of creating a safe workplace.
- c) All employees have a responsibility to ensure a safe workplace. To that end, if employees feel their workplace is unsafe due to violence, they are to promptly communicate issues relating to violence as follows:
  - i) Employees who believe they have been subjected to a violent act that affects their safety in the workplace will report the incident to the principal or supervisor immediately.
  - ii) Employees who have been the victim of a violent incident and wish to report it, in order to help create a safer workplace, should provide a written summary and forward it to the principal or supervisor.
  - iii) 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.
  - iv) Principals or supervisors are to inform the Director or designate, and the local Occupational Health and Safety Committee of all reports of violent incidents. Specific student information such as names, should only be shared if needed for safety or planning reasons.
  - v) All violent incidents are to be investigated as soon as possible or within seven (7) working days following receipt of a complaint.
- d) Principals and supervisors are to investigate all reports of violent incidents as follows:
  - i) Review the complaint and interview the complainant, alleged perpetrator(s) if possible, and any witnesses.
  - ii) Summarize the information and review the *Violent Incident Report*.
  - iii) Permit the alleged perpetrator to provide a statement (if appropriate);
  - iv) Advise the complainant of his or her right to report the complaint to police.
  - v) Complete a written report of the results of the investigation and forward it to the School Superintendent and/or Director Designate if appropriate.

- e) 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.
- f) The Learning Superintendent, Director or designate will review the findings and respond.
- g) Following an investigation that confirms the occurrence of a violent incident:
  - i) Where the alleged perpetrator is an employee of the Division, the Division will take appropriate supportive and disciplinary action.
  - ii) Where the alleged perpetrator is a student, the school will take appropriate supportive and if appropriate, disciplinary action.
  - iii) Where the alleged perpetrator is a parent or another member of the public, the Director of Education or designate will take the appropriate action necessary to minimize the risk of another incident.
- h) Employees affected by a violent incident are to be informed of the results of the investigation.



# Violent Incident Report Form

## Appendix A, AP-512 Violence Prevention

Prairie Spirit School Division recognizes that employees have a right to a safe working environment. To maintain a safe environment, it is important that incidents of violence be reported so steps can be taken to increase safety.

Violent incidents to report include: the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives anyone reason to believe that physical force will be used against them.

***To be completed by complainant, if possible (please print).***

### 1. Identifying information:

Name of Employee: \_\_\_\_\_ Occupation: \_\_\_\_\_  
School/Site: \_\_\_\_\_ Location of incident: \_\_\_\_\_  
Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_  
Person reporting: \_\_\_\_\_ Time of report: \_\_\_\_\_

### 2. Type of incident (verbal/written or physical):

- |                                        |                                                  |                                                     |
|----------------------------------------|--------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Verbal abuse  | <input type="checkbox"/> Verbal threat in person | <input type="checkbox"/> Verbal threat by telephone |
| <input type="checkbox"/> Written abuse | <input type="checkbox"/> Written threat          |                                                     |
| <input type="checkbox"/> Struck        | <input type="checkbox"/> Sexual                  | <input type="checkbox"/> Scratched                  |
| <input type="checkbox"/> Spit          | <input type="checkbox"/> Bitten                  | <input type="checkbox"/> Pushed                     |
| <input type="checkbox"/> Kicked        |                                                  |                                                     |
| <input type="checkbox"/> Other: _____  |                                                  |                                                     |

### 3. Alleged assailant:

- Adult (go to Question 4)  
 Student (go to Question 5)

### INCIDENT INVOLVING ADULT

#### 4. If the violent incident involved an adult, please describe the incident below (i.e. what was said or done):

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Name of alleged assailant (if known): \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

***Proceed to Question 6.***

**INCIDENT INVOLVING STUDENT**

**5. If the incident involved a student, please answer the following:**

Student name: \_\_\_\_\_

<b>Staff involved:</b>
Antecedent/precipitating incident/event:
Steps taken to de-escalate student:
Strategies that did not work:
Description of incident taken and condition of student:
Follow-up (describe outcome, including the emotional state of the child and staff, conversation with parents, etc.):

**6. Injury information**

Injury: \_\_\_\_\_

**Check if applicable:**

- |                                              |                              |                             |
|----------------------------------------------|------------------------------|-----------------------------|
| Medical attention or first aid rendered?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WCB forms (non-teaching staff) completed?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Police called?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reported to supervisor?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Marsh School Incident Report Form completed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**7. Action requested by employee (if any):**

How can the Division support you in feeling safer at work (e.g. further training, regular check-ins/meetings to update progress/concerns, etc.)?

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of receipt of this report:**

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 8. Response to Incident** (to be completed by Principal). Please describe what action was taken to support employee and address safety (e.g. review student's program, provide safety vest, etc.):

**Acknowledgement of Receipt of this Report:**

Date response forwarded to the Learning Superintendent/Coordinator: \_\_\_\_\_

Learning Superintendent/Coordinator Signature: \_\_\_\_\_

**Filing this Report**

*Employee:*

- Please file this report with your principal.
  - If the incident involved an adult, it will be forwarded to the Learning Superintendent.
  - If the incident involved a student, it will be forwarded to the Director Designate and/or the appropriate Learning Superintendent/Coordinator.

*Principal:*

- Responses to employee will be provided to employee after consultation with Director Designate/Superintendent/Coordinator.

*Division Office:*

- Director Designate/Superintendent/Coordinator to file an electronic copy with Human Resources.
- Responses to school administration will follow as soon as possible given the nature of the incident and within seven (7) working days.
- Responses may include, but are not limited to:
  - Violence Threat Risk Assessment (VTRA)
  - [Prairie Spirit Student Harassment Protocol](#)
  - [Prairie Spirit Staff Harassment Prevention Policy](#)
  - Intervention programming supports
  - Duty to Accommodate