

## Administrative Procedures

<b>AP-512</b>	<b>Date of implementation:</b> Fall 2006
	<b>Date of review:</b> May 15, 2024
	<b>Related Administrative Procedures:</b>
<b>VIOLENCE PREVENTION</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 clevr Staff Form: Violent Incident Report 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 (or designates) and supervisors 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 and supervisors 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 using the clevr Staff Form: Violent Incident Report and forward it to the principal or supervisor. This form is available in the All Staff Portal.
  - 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.
  - vi) It is recommended that any employees who have been exposed to a violent incident consult a physician for treatment or obtain a referral for counselling. It is also recommended that employees access their Employee and Family Assistance Plan (EFAP).
- 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.