

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 175

PROCEDURE: VIOLENCE PREVENTION

BACKGROUND

The Division is committed to creating and maintaining a work environment where its employees are treated with respect and dignity. The Division recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow workers, students, or parents/guardians of students. The Division, in creating and maintaining a safe environment for its employees, will continue to work toward minimizing the potential for violence by taking preventative measures such as:

1. Developing ways and means of recognizing potentially violent situations.
2. Establishing anticipatory approaches to prevent or minimize violence.
3. Developing procedures for dealing with incidents of violence and how to obtain assistance.
4. Establishing procedures for reporting, investigating, and documenting violent incidents.
5. Providing skills training to recognize those situations which may give rise to violence and protecting themselves in the event of a violent incident.

The Division defines “violence” according to the *Occupational Health and Safety Regulations, 2020* Section 3-26(1) 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.”

Incidents of violence may occur at the place of employment or in other work-related areas.

“Worker” is deemed to include students (working for the Division or interns), volunteers, and contracted workers.

The Division is committed to minimizing and working towards eliminating the risk of violence at the worksites for which it is responsible. In accordance with the *Occupational Health and Safety Regulations, 2020*, Section 3-26(6), this administrative procedure shall be reviewed, and where necessary, revised every three years and/or whenever there is a change of circumstances that may affect the health or safety of workers.

All school administrators/supervisors shall administer this procedure as part of their regular duties.

PROCEDURES

1. Identification of Staff Positions

Employees who work in the following roles could be at greater risk of being exposed to violent incidents:

- 1.1 Workers who teach or work with students who have a history of violence.
- 1.2 Workers who work with students who suffer from medical conditions, which can increase the probability of those students being the perpetrators of violent acts.
- 1.3 Workers who provide services to a student whose parents/guardians have a history of violence or who has threatened school staff.
- 1.4 School Administrators.
- 1.5 Workers who perform home visits.

2. Informing Workers

- 2.1 Workers who work directly with students will be informed when assigned to work with a student who has a history of violence or medical conditions which may increase the potential for violent incidents.
- 2.2 Workers who provide direct services to a student whose parent/guardian has a history of violence or who has previously threatened school staff will be informed.

3. Violent Incident Reporting

- 3.1 All workers have a responsibility to ensure a safe workplace. To that end, individuals are to promptly communicate issues relating to violence as follows:
 - 3.1.1 Workers who believe they have been subjected to a violent act will report the incident to the principal or supervisor immediately.
 - 3.1.2 Workers who have been the victim of a violent incident must complete a Violent Incident Report Form and forward it to the principal or supervisor.
 - 3.1.3 Workers 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.
- 3.2 All violent incidents are to be investigated as soon as possible following receipt of a complaint. Reported cases of violence shall be investigated, by the appropriate Superintendent, in keeping with due process and the rights of the parties involved/affected.
 - 3.2.1 Both the alleged perpetrator (if a worker) and the victim of violence may be offered assistance through the Employee Family Assistance Program and either one may be removed from the workplace on a temporary basis while the incident is being investigated.
- 3.3 The process for investigation of an incident of violence is as follows:
 - 3.3.1 Review the complaint and interview the complainant, alleged perpetrator(s), if possible, and any witnesses.
 - 3.3.2 Summarize the information and review the Violent Incident Report.

- 3.3.3 Permit the alleged perpetrator to provide a statement.
- 3.3.4 Advise the complainant of his/her right to report the complaint to police.
- 3.3.5 Complete a written report of the results of the investigation and forward it to the Superintendent of Education.
- 3.3.6 A copy of the Violent Incident Report will be retained by the Superintendent of Education.
- 3.4 The complainant and perpetrator may choose to be accompanied by a union representative or other person of choice at any stage in the investigation.
- 3.5 The appropriate Superintendent will review the findings and respond.
- 3.6 Following an investigation that confirms the occurrence of a violent incident:
 - 3.6.1 Where the perpetrator is an employee of the school division, the school division will take appropriate supportive and/or disciplinary action.
 - 3.6.2 Where the perpetrator is a student, the school will take appropriate supportive and/or disciplinary action.
 - 3.6.3 If the act of violence has been committed by a parent/guardian of a student or a member of the public, the School Division will take actions necessary to minimize the risk of another incident. This may include restricting access to the school property or school activity locations.
- 3.7 Workers affected by a violent incident are to be informed of the results of the investigation.
- 3.8 Any worker who has been a victim of violence resulting in any physical injury will be given the opportunity, without loss of pay, to seek medical treatment. As well, post-incident counselling through the Employee Family Assistance Program or other supports will be made available to the employee.
 - 3.8.1 Non-teaching workers seeking medical assistance or missing work as a result of a violent incident at work, must fill out a report of injury with the Workers' Compensation Board.

Reference: The Education Act Sections 85, 87
Human Rights Act
Occupational Health and Safety Act
Occupational Health and Safety Regulations, 2020
Youth Criminal Justice Act

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