

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 482 – Employees - Violence Prevention	
Related LCSD AP's	AP 170 Violence	
Form(s)	F 530.1 - School Incident Report Form	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 231 <i>Individual Rights Protection Act, S2(1)</i> Saskatchewan Human Rights Code, Part 3, Prohibition of Certain Discriminatory Practices Charter of Rights and Freedoms S15(1),(2) <i>The Occupational Health and Safety Regulations Section 3-26</i>	
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Background

The Division strives to maintain an environment of mutual respect, Catholic Teachings and Gospel Beliefs. The Division recognizes that our staff in certain circumstances, may be at risk of acts of violence by fellow employees, students, parents of students or members of the public. LCSD is committed to making every reasonable effort to identify possible sources of violence and to implement procedures to minimize or eliminate these risks of violence.

Definitions

1. Violence is defined by Section 3-26 of *The Occupational Health and Safety Regulations* to be the attempted, threatened or actual conduct of a personal 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. Workplace All facilities of LCSD including schools, central office, transportation centre and Synergy Vault; as well as any locations to which employees may be present for out-of-school activities.

Guidelines

1. Employees shall not engage in conduct or behavior which constitutes violence or the risk of violence.
2. LCSD will intervene and take supportive and appropriate action when any acts of violence, threats, or intimidation occur.

Procedures

1. Employees - Violence Prevention and Reporting

- 1.1 Principals and direct supervisors are to inform employees and volunteers who work in settings where they could be at a higher risk of violence. These may include:
 - 1.1.1 Employees who work with students who have a history of violence;
 - 1.1.2 Employees who work with students who suffer from specific medical conditions which can increase the probability of those students being perpetrators of violent acts; and,
 - 1.1.3 Employees who provide services to a student whose parent or guardian has a history of violence or who has threatened school staff.
- 1.2 Principals and direct 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.
- 1.3 Principals are to complete and submit F 530.1 - School Incident Report Form.
- 1.4 All employees have a responsibility to ensure a safe workplace to that end if employees feel their workplaces unsafe due to violence, they are to promptly communicate issues relating to violence as follows:
 - 1.4.1 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 direct supervisor immediately.
 - 1.4.2 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 signed written statement to the Principal or direct supervisor.
 - 1.4.3 The signed written statement must outline the allegations, describing the specific incident(s), the date(s), time(s), location(s) and any witness(es) who may have been present.
 - 1.4.4 Employees who believe a student, colleague or visitor in the workplace represents a danger to the safety of the workplace are to notify the Principal or direct supervisor immediately.
 - 1.4.5 Principals or direct 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.
 - 1.4.6 All violent incidents are to be investigated as soon as possible or within seven (7) working days following receipt of a complaint.
 - 1.4.7 It is recommended that any employee who has been exposed to a violent incident consult a physician for treatment or obtain a referral for counseling. It is also recommended that employees access their employee and family assistance plan (EFAP).

- 1.5 Principals and direct supervisors are to investigate all reports of violent incidents as follows:
 - 1.5.1 Review the complaint and interview the complainant, alleged perpetrator(s) if possible and any witnesses;
 - 1.5.2 Review any video footage (if possible);
 - 1.5.3 Minimize or eliminate the risk of further exposure to a violent episode;
 - 1.5.4 Summarize the information and review the incident report;
 - 1.5.5 Permit the alleged perpetrator to provide a statement (if appropriate);
 - 1.5.6 Advise the complainant of his or her right to report the complaint to RCMP;
 - 1.5.7 Complete a written report of the results of the investigation and forward it to the Director or designate.
- 1.6 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.
- 1.7 The Director or designate will review the findings.
- 1.8 Following an investigation that confirms the occurrence of a violent incident:
 - 1.8.1 Where the alleged perpetrator is an employee of the division, the division will take appropriate supportive and disciplinary action.
 - 1.8.2 Where the alleged perpetrator is a student, the school will take appropriate supportive and if appropriate disciplinary action.
 - 1.8.3 Where the alleged perpetrator is a parent or another member of the public, the Director or designate will take appropriate action necessary to minimize the risk of another incident.
- 1.9 Employees affected by a violent incident are to be informed of the results of the investigation.