

North East School Division - Administrative Procedures



AP 512 Violence

References:

The Education Act, 1995
The Saskatchewan Human Rights Code
[The Saskatchewan Employment Act](#)
[The Occupational Health and Safety Regulations](#)

Related:

AP 501.1 Declaration of Compliance and Understanding
AP 505 Staffing Guidelines (formula)
Code of Conduct
[Violent Incident Form](#)

Tracking:

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APPROVED

Violence

The purpose of this administrative procedure will be to outline framework for violence prevention, creating a respectful workplace, incident reporting and investigation procedures.

The North East School Division is committed to making every reasonable effort to identify the possible sources of violence to which its workers may be at risk and to implementing procedures to minimize or eliminate risks of violence.

All workers of the education community in the North East School Division have a right to work and learn in a respectful environment that is free from violence.

The North East School Division will continue to work toward minimizing the potential for violence by adopting preventive measures such as:

- 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;
- iv. Establishing procedures for reporting, investigating, and documenting violent incidents; and
- v. Providing skills training to recognize those situations, which may give rise to violence and protect themselves in the event of a violent incident.

The North East School Division will intervene and take supportive and appropriate action when any acts of violence, threats, or intimidation occur.

1. DEFINITION

Violence is defined as the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behavior that gives a worker reasonable cause to believe that the worker is at risk of injury.

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

2. PROCEDURES

- a. The Superintendent of Human Resources or designate is responsible for maintaining and keeping these procedures current as well as ensuring that they are available in all schools and work centers.

- b. Principals or immediate supervisors are to inform workers who work in settings where they could be at a higher risk of violence. These may include:
 - i. Workers who work with students who have a history of violence;
 - ii. Workers who work with students who suffer from specific medical conditions, which can increase the probability of those students being the perpetrators of violent acts,
 - iii. Workers who provide services to a student whose parent or guardian has a history of violence or who has threatened school staff;
 - iv. Pupil services and special education consultants who work in classrooms with students who have a history of violent behaviors;
 - v. Workers who perform home visits;
 - vi. School-based administrators; and
 - vii. Workers working evening or night shifts.
- c. Workers of the Division must follow the procedures outlined in this administrative procedure to reduce the risk of violence.
- d. Workers are to use the VIOLENT INCIDENT REPORT FORM for reporting an incident of violence.
- e. This procedure is to be reviewed regularly, to determine if any changes should be made. Such revisions are to be communicated to all workers.
- f. The Director of Education or designate is to direct principals and supervisors to advise workers annually of these procedures.

3. VIOLENT INCIDENT REPORTING

- a. All workers have a responsibility to ensure a safe workplace. To that end, individuals are to promptly communicate issues relating to violence as follows:
 - i. Workers who believe they have been subjected to a violent act will report the incident to the principal or supervisor immediately;
 - ii. 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;
 - iii. 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; and
 - iv. Principals or supervisors are to inform the appropriate Superintendent and the local Occupational Health and Safety Committee of all reports of violent incidents.
- b. 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.
 - i. 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.
- c. The process for investigation of an incident of violence is as follows:
 - i. Receive and review **Violent Incident Report Form**

- ii. If necessary, interview or request statements from the victim others who may have witnessed the incident.
 - iii. Make decision to proceed - if not proceeding, a response will be prepared and this process concludes, otherwise;
 - iv. Advise and interview or request a statement from the alleged perpetrator (if worker)
 - v. Interview or request statements from, if necessary, other individuals;
 - vi. Review files to determine if the alleged perpetrator has been involved in any previous incidents of violence or other related behaviour.
 - vii. Conclude the investigation with a ~~report~~ response indicating either:
 - the action and follow up necessary, or
 - the fact that no further follow up is necessary.
- d. The complainant and perpetrator may choose to be accompanied by a union representative or other person of choice at any stage in the investigation.
- e. The appropriate Superintendent will review the findings and respond.
- f. Following an investigation that confirms the occurrence of a violent incident:
- i. Where the perpetrator is an employee of the school division, the school division will take appropriate supportive and/or disciplinary action.
 - ii. Where the perpetrator is a student, the school will take appropriate supportive and/or disciplinary action.
 - iii. Where the perpetrator is a parent or another member of the public, the Director of Education, in consultation with the Board will take the appropriate action necessary to minimize the risk of another incident.
- g. Workers affected by a violent incident are to be informed of the results of the investigation.
- h. 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.
- i. 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.
- i. Any victim of a violent incident shall be informed of his or her right to report the complaint to police services.