

North East School Division - Administrative Procedures



AP 512 Violence Prevention & Response

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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Violence Prevention

All students and workers in the North East School Division have a right to work and learn in a safe respectful environment.

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 training to employees to recognize situations which may give rise to violence and techniques to reduce the likelihood of injury in a potentially violent situation.

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

The Superintendent of Human Resources or designate is responsible for maintaining and keeping this Administrative Procedure current as well as ensuring that it is posted in all schools and work centers to be reviewed on an annual basis.

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 also include volunteers, contract workers, students who are working for the NESD or post-secondary interns.

INCIDENTS INVOLVING STUDENTS

The NESD categorizes violent incidents based on the *Severity of Concern Scale*¹. The Severity of Concern Scale assists schools in assessing risk and determining appropriate preventative and responsive actions. It does not replace established investigation, disciplinary, or threat assessment processes.

When assessing the potential for violence, it is important to consider not only the severity of the behaviour and any resulting injury, but also the intent behind the act. Incidents that are unintentional, such as those arising from accidents, impulsivity, limited emotional regulation, or lack of awareness, generally reflect a lower level of concern relative to response. In contrast, as the likelihood of deliberate intent increases, so too does the level of risk and overall severity of concern.

Consideration of intent supports appropriate decision-making aligned to the *Severity of Concern Scale* and informs the selection of responsive actions. These responses may include staff training, the development or refinement of safety plans, implementation of targeted interventions, and, where appropriate, disciplinary measures as identified in [Administrative Procedure 407 – Student Conduct](#) and [Administrative Procedure 409 – Discipline](#).

RESPONSIBILITIES

Principals or immediate supervisors are to inform workers of situations that may have a higher risk of violence. These may include:

- i. working with students who have a history of violence;
- ii. working with students who have specific medical conditions, which may increase the risk of violence;
- iii. providing services to a student whose parent/guardian has a history of violence or who has threatened school staff;
- iv. performing home visits; or
- v. working evening or night shifts.

Principals or immediate supervisors must share risk mitigation plans that may include student behaviour support, crisis intervention, and work alone plans with staff. They must also arrange for applicable training.

REPORTING

Individuals are to promptly communicate issues relating to violence as follows:

- i. 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.
- ii. Workers who believe they have been subjected to a violent act will report the incident to the principal or supervisor immediately;
 - School-based staff with access to OurSTUDENTS should complete the online [Violent Incident Report](#) with their supervisor.

¹ Center for Trauma Informed Practices. (2025). *Guidelines for conducting VTRAs with neurodivergent students: A whole person assessment (WPA)*.

- iii. The supervisor/administrator adjudicates the Severity of Concern level.
 - Non-school based staff such as bus drivers, maintenance and Division Office staff, students (working for the NESD or interns), or volunteers should complete the [Violent Incident Report Form](#);
- iv. Principals or supervisors are to inform the appropriate Superintendent and the local Occupational Health and Safety Committee of all reports of violent incidents.

INVESTIGATION

Following receiving a complaint, all violent incidents are to be investigated as soon as possible by the appropriate supervisor or superintendent, in keeping with due process and the rights of the parties involved.

The alleged perpetrator and/or victim of violence/complainant may be removed from the workplace or school on a temporary basis while the incident is being investigated.

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 complainant and others who may have witnessed the incident. The complainant can choose to be accompanied by a union representative or other person of choice at any stage of the investigation.
- iii. Make decision to proceed with a formal investigation - if not proceeding, a response will be prepared and this process concludes, otherwise;
- iv. Advise, interview or request a statement from the alleged perpetrator (if worker). The perpetrator may choose to be accompanied by a union representative or other person of choice at any stage in the investigation;
- 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 response indicating either:
 - the action and follow-up necessary, or
 - the fact that no further follow-up is necessary.

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; or
- ii. Where the perpetrator is a parent or another member of the public, the Director of Education, or designate will determine the appropriate action necessary to minimize the risk of another incident.
- iii. 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.
- iv. 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.
- v. Any victim of a violent incident shall be informed of his or her right to report the complaint to police services.