

## VIOLENCE PREVENTION

### Purpose

The Northwest School Division is committed to fostering and maintaining a safe and healthy workplace that is free from violence.

### Procedures

1. 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 towards an employee made by any person, which gives the employee reasonable cause to believe that he or she (or other employee) is at risk of injury.”
2. The Northwest School Division is committed to working with all workers including staff, students, contractors, and volunteers to create a safety culture and practices that eliminate workplace violence.
3. Employees will be made aware of settings where they could be at risk of violence such as:
  - 3.1. Working with students who demonstrate current and intense aggressive behaviors;
  - 3.2. Working with students who have medical conditions or psychological disorders which can increase the probability of those students demonstrating current and intense aggression;
  - 3.3. Working with students whose parent(s)/guardian(s) have a history of violence or who have previously threatened workers; and
  - 3.4. Working in primary areas of potential risk of violence center on classrooms, hallways, washrooms, playgrounds and home visits.
4. All personnel who believe they have been subjected to a violent act will immediately report the incident to the principal or supervisor and complete the Violent Incident Report Form AP 434 Appendix A.
5. If an employee believes that a student, fellow employee or visitor to the school or other workplace represents a danger to the security of the school or other workplace, the employee shall immediately notify the principal or supervisor.
6. Principals or supervisors shall investigate all reports of violent incidents and submit them to the appropriate Superintendent for possible further investigation and the principal or supervisor shall inform the Occupational Health and Safety Committee of all reports of violent incidents.

7. No employee shall threaten, cause or participate in a violent act against another employee.
8. Employees shall be informed, within the context of legal protocols, of potential risks of violence by some or all of the following means:
  - 8.1. Review of relevant reports and documents in consultation with the Superintendent, Principal or Supervisor;
  - 8.2. Briefing by the Principal or Supervisor with respect to background, procedures and strategies;
  - 8.3. Consultation with Student Services personnel with respect to background, procedures and strategies.
9. Professional Development and information for employees in the area of violence will be provided with a focus on:
  - 9.1. Ways and means of recognizing potentially violent situations;
  - 9.2. Proactive approaches to preventing or minimizing violence;
  - 9.3. Procedures for dealing with incidents of violence and how to obtain assistance;
  - 9.4. Reporting, investigation and documentation of violent incidents.
10. An employee who has been exposed to an incident of violence will be given the opportunity to consult with a physician for treatment or referral for post-incident counselling without loss of pay or benefits. If an employee seeks medical assistance or misses work as a result of a violent incident in the workplace, the employee and the Division must file a report of injury using the appropriate forms. Compensation for medical expenses, time loss or disability to which any employee may be entitled to pursuant to The Workers' Compensation Act will not be duplicated.
11. Nothing in this policy shall discourage or prevent an employee from referring a violent incident to the Occupational Health and Safety Division pursuant to the most current Saskatchewan Employment Act, initiating a complaint under the Saskatchewan Human Rights Code, the Saskatchewan Teachers' Federation, or exercising any other legal rights available under any other law, including filing a complaint with the RCMP.
12. Incidents of employees experiencing reprisals or threats of reprisals as a result of filing a complaint or being directed to be part of an investigation are not acceptable and shall be reported to the Director or Designate for investigation.
13. Investigation of complaints
  - 13.1. Principals and supervisors are to investigate all reports of violence as follows:
    - 13.1.1. Review the complaint and interview the complainant, alleged perpetrator if possible and any witnesses
    - 13.1.2. Summarize the information and review the Violent Incident Report.
    - 13.1.3. Permit the alleged perpetrator to provide a statement (if appropriate).

13.1.4. Advise the complainant of his or her right to report the complaint to the RCMP.

Reference: Violence Prevention: An employers guide for developing a policy statement and prevention plan  
Section 175, The Education Act  
O.H.S.A – 14 Division 3 – Saskatchewan Employment Act, 2013  
Section 37, Occupational Health and Safety Regulations  
Local Authority Freedom of Information and Protection of Privacy Act 28(2)(1), 28(2)(n)  
Youth Criminal Justice Act  
SPS Employee Incident Report

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