



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7120 Violence Prevention	Administrative Application	
	Effective:	January 27, 2015
	References:	Saskatchewan Employment Act 2014 ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Preamble

But I tell you who hear me: Love your enemies, do good to those who hate you, bless those who curse you and pray for those who ill-treat you. If anyone hits you on one cheek, let him hit the other one too . . . do for others just what you want them to do for you.

Luke 6: 27-28, 31

I give you a new commandment: that you love one another; just as I have loved you, you should also love one another.

John 13:34

The Board is aware of its duty pursuant to *Saskatchewan Employment Act 2014*, to develop and implement a policy to deal with violence against employees in the workplace.

The Board recognizes that in certain circumstances its employees may be at risk of acts of violence by fellow workers, pupils or other persons.

Application

Compliance with the provisions of this administrative application is a condition of employment.

1. **Commitment**

The Board is committed to minimizing and working towards eliminating the risk of violence at the worksites for which it is responsible.

2. **Identification of Worksites**

Worksites where violent situations have occurred or where violent situations might reasonably be expected to occur are:

- a. Schools and school grounds.
- b. Catholic Education Centre.
- c. Maintenance Shop.

3. **Identification of Staff Positions**

a. Schools

Staff positions that have been or might reasonably expect to be exposed to violent situations include:



- i. Teachers who teach pupils who have history violence and generally any staff members who work with pupils who have exhibited violent behaviour.
 - ii. Teachers and teacher assistants who work with pupils who suffer from medical conditions which can increase the probability of those pupils being the perpetrators of violent acts.
 - iii. Teachers, administrators, school office staff and custodians who must deal with parents/guardians/former pupils who have previously conducted themselves in a threatening manner or who have previously perpetrated violent incidents
- b. Catholic Education Centre
Individuals most likely to be exposed to violent situations include staff working on the main floor of the building.
 - c. Maintenance Shop
Individuals most likely to be exposed to violent situations include personnel at the office and those working in open areas of the building.
 - d. General
Individuals who perform home visits and individuals who work evenings or night shifts.

4. Procedures to Inform Workers

- a. Except where such disclosure is prohibited by law, administrative personnel shall disclose all relevant information possessed by them in relation to the nature and extent of the risk of violence from any persons who have a history of violent behaviour and whom workers are likely to encounter during the course of their work.
- b. Such disclosure shall be presented on a need to know basis and shall be disclosed verbally.
- c. A confidential written record of the meeting or meetings at which the verbal disclosure is made shall be kept and such record shall be forwarded to the designated superintendent.
- d. The names of persons known to the school to have the potential for violence, or other persons who have been involved in violent incidents or threats in the context of the school staff, should be publicized to workers who are likely to encounter these people in the course of their work.
- e. As the *Young Offender's Act* has been amended within the past few years to permit police to inform schools of young offenders in the schools, information is available. *Saskatchewan Employment Act 2014* has not given additional authorization for the release of information but existing procedures shall be reviewed from time to time to balance a pupil's right to privacy with the need to protect school employees (and pupils).
- f. Similarly, guidance counsellors who are privy to threats shall have the potential for actual violence assessed by a peer and, if the potential is deemed real, inform the principal who shall inform the police. Such information can then be disclosed on a need-to-know basis to other school personnel.



- g. The name of parents or other persons known to a school to have the potential for violence shall be disseminated to staff likely to encounter them in their work.

5. **Minimization or Working Towards Elimination of Risk**

- a. The Board is committed to appropriate initiatives with respect to violence prevention in its worksites. The Board is committed, where it deems feasible, to supporting initiatives which can be effectively implemented and administered and which are intended to minimize the potential for violent acts to occur.
- b. All schools shall develop internal policies with respect to the prompt, consistent and effective management of pupil conduct, in the context of other pupils and staff, so as to minimize, to the maximum extent practicable, the escalation of pupil conduct into violent behaviour.
- c. All worksites shall examine the history of violent incidents at the site and shall examine the potential for violence at the worksite. Subsequent to such examination, all worksites shall develop appropriate procedures to deal with potential workplace violence perpetrated by employees, pupils, parents or other members of the public. Such procedures shall be documented in the Emergency Response Manual kept at each worksite.

6. **Reporting Procedure**

Employees involved in the incident shall immediately (or as soon after the incident as is practicable) report all incidents of violence to the principal or, in the case of the Catholic Education Centre and the Maintenance Shop, their immediate supervisor. As soon, as is practicable, employees involved in the incident shall complete a *Violent Incident Report* form.

7. **Documentation and Investigation**

Investigation of violent incidents shall be conducted in the manner detailed in the administrative guidelines pursuant to this application.

All incidents in which actual physical injury or a threat with immediate fear of injury on the part of the threatened person takes place shall be reported to the Regina Police Service. Threats, which in the opinion of the school principal or administrator responsible for other workplaces deemed to have a potential for physical consequences shall also be reported.

8. **Deference for Alternate Processes**

At any point, alternate redress may be chosen or required, where such conditions exist in law or contract. When an alleged incident or situation involves alternative processes, no further investigative attempts will be undertaken in deference for the alternate process.

9. **Post-incident Treatment and Counselling**

Any employee who has been the victim of violence at the worksite will be given the opportunity, without loss of pay, to be examined by his or her physician for treatment or post-incident counselling.

10. **Training Program**

The Board, for those staff positions that have been, or may reasonably be expected to be, exposed to violent situations, shall develop an appropriate training program with respect to this application that includes:



- a. The means to recognize potentially violent situations.
- b. Procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers.
- c. The appropriate responses of workers to incidents of violence including how to obtain assistance.
- d. Procedures for the reporting, documentation and investigation of violent incidents.