

| Personnel and Employee Relations 7120 Workplace Violence Policy and Prevention Plan | Administrative Application | |
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| | Last Reviewed /Approved on: | November 6, 2025 |
| | References: | The Saskatchewan Employment Act STF Code of Ethics LAFOIP Section 85, 87, The Education Act The Saskatchewan Human Rights Code, 2018 The Occupational Health and Safety Regulations, 2020 Administrative Applications 9222 – Student Threat Risk Assessment 11150 – Violence Prevention – Student Harassment Canadian Charter of Rights and Freedoms Policy 2 – Role of the Board Policy 12 – Role of the Director |
| | Status: | Operational |

Preamble

All members of the education community have a right to work and learn in a respectful environment that is free from workplace violence. Compliance with the provisions of this administrative application is a condition of employment, ensuring the promotion of a safe and respectful workplace for all. The division recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow employees, students, parents of students or members of the public. The division is committed to making every reasonable effort to identify the possible sources of violence to which its employees may be at risk and is committed to minimizing and eliminating the risk of violence. The division is implementing this procedure to foster and maintain a safe environment for its employees. It is committed to ensuring that its employees are:

- aware of situations in which violence may occur.
- provided with skills training to help them recognize those situations which may give rise to violence and protect themselves in the event of a violent incident.

Application

In the event of a conflict between any provisions of this administrative application and applicable law, the applicable law shall apply.

1. The *Workplace Violence Policy and Prevention Plan Administrative Application* applies to all employees, student(interns), volunteers, and contracted workers of the school division.
2. Contractors who come onto the property of the school division are expected to respect the *Workplace Violence Policy and Prevention Plan Administrative Application*.

- a. The *Workplace Violence Policy and Prevention Plan Administrative Application* comply with all requirements that, at the time of its writing, are specified in, and mandated by *The Saskatchewan Employment Act* and the Regulations related thereto.

Definition

1. **Violence** - Section 3-26 of *The Occupational Health and Safety Regulations, 2020* defines violence to mean the attempted, threatened or actual conduct of a person 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.

Examples of Violence may include (but are not limited to): overt aggressive behaviours such as physical fights on school property, bullying (including online bullying or cyber-bullying), physical assault, bombing, arson, or other deliberate means of causing harm. Sadly, it includes rare, tragic, devastating school shootings. In addition, violence includes more covert behaviors that increase fear and diminish school safety such as threats of injury at school and weapons possession. In some cases, gangs recruit school-age students to be members and contribute to violence in schools.

Responsibilities

1. **Employer**

The Board and RCSD as the employer will not condone violence in the workplace and will take all complaints of violence seriously.

- a. RCSD will work towards creating and maintaining a work environment that is productive, respectful, and free from violence. This includes providing the violence administrative application to all workers as part of the onboarding process and annually at the start of each school year.
- b. A copy of this application will be posted on the school division website and in staff rooms so that it is accessible for all staff.
- c. In keeping with its commitment to facilitate a Catholic climate conducive to both learning and working, when it is determined that if violence has occurred, the Director or delegate may take appropriate corrective action including discipline up to termination of employment with respect to the perpetrator of the violence.
- d. The Director and/or delegate will make every effort, consistent with the procedures outlined in this policy, to resolve violence situations and provide support and assistance to persons subjected to violence.
- e. In accordance with section 3-26 of *The Occupational Health and Safety Regulations, 2020*, this procedure shall be reviewed, and where necessary, revised every three years and/or whenever there is a change of circumstances that may affect the health or safety of workers.

2. Supervisory Staff

- a. At the beginning of each school year Administrators shall advise staff of this administrative application along with appropriate protocol to assist in resolution of complaints should they arise.
- b. All appointed supervisory staff are obligated to act quickly upon information concerning incidents of violence. They are to be sensitive to issues relating to violence and the effects that such behaviour has on employees and the work environment.
- c. All supervisory staff are directed to take appropriate action as further defined in this Administrative Application when allegations of violence are made known in the manner herein defined.

3. Employee

- a. In accordance with Part III of *The Saskatchewan Employment Act*, all employees have an individual responsibility to support a workplace free from violence. Employees have a responsibility to follow the procedures outlined in this administrative procedure to reduce the risk of violence.
- b. If an employee believes that a student, fellow employee or visitor to a school or work site represents a danger to the safety of staff and/or the overall safety of the work site, the employee shall immediately notify an administrator or supervisor in that location. Should such a danger occur after hours, the employee should notify their supervisor as soon as possible, and the school administrator (if applicable) as soon as is practically possible. Incidents of violent behavior occurring on weekends or evenings could also include notification to the police.

4. Occupational Health and Safety Committee

- a. Each work site Occupational Health and Safety Committee is expected to become informed concerning violence issues and, where it is known, to provide support and information to persons at the work site who may be the subject of violence.

5. Other

- a. Students, parents, or other members of the public have a responsibility to refrain from engaging in violent behaviour at the school. They have an obligation to change behaviour if they know, suspect, or are informed, that another might consider their actions violent.

Risk Assessment

1. RCSD recognizes that the following positions have been, or are reasonably expected to be exposed to violence:

- a. Teachers and educational assistants in classrooms with students who demonstrate current and intense aggressive behaviors.
 - b. Teachers and educational assistants who work with students who have medical conditions or psychological disorders which can increase the probability of those students demonstrating current and intense aggression.
 - c. Student services and special education consultants who work in classrooms with students who demonstrate current and intense aggression.
 - d. School counsellors
 - e. Staff who perform home visits
 - f. School-based employees who provide services to a student whose parent has a history of violence or who has previously threatened school staff.
 - g. School-based administrators.
 - h. Employees working evening or night shifts.
2. RCSD recognizes that violent situations have occurred at or may be reasonably expected to occur at the following work locations:
 - a. St. Maria Faustina School

St. Luke School

Prevention

RCSD will take the following actions to minimize or eliminate the risk of violence in the workplace:

1. **Personal Protective Equipment**

Employees will have personal protective equipment (stealth ware such as gloves, sleeves, face masks, arm guards, shin guards, etc.) made available when working directly with students who:

 - a. demonstrate current and intense aggression, or
 - b. have medical conditions or psychological disorders which increase the probability of demonstrating current and intense aggression. It is expected that employees wear personal protective equipment when working with students who demonstrate current and intense aggression.
2. **Administrative Controls**

Training - The Division is committed to providing training for its employees in the following areas:

 - a. recognition of potentially violent situations.

- b. procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk of violence.
 - c. appropriate responses of workers to violent incidents and how to obtain assistance.
 - d. procedures for documenting and reporting violent incidents.
 - e. Training programs will be offered to employees on an ongoing basis on topics of a violence-related nature. Where an employee attends such in-service sessions, the division will credit the employee's attendance as time at work, and the employee shall lose no pay or other benefits in respect of such attendance.
 - f. Training for members of Occupational Health and Safety on conducting investigations and violence awareness as required.
3. **Emergency Response Guide**
RCSD has created an [Emergency Response Guide for School Administrators](#) that lists many potential violent situations that may occur and the procedure to follow in each scenario.
4. **Engineering Controls**
Each school location is equipped with security cameras and a door release system at the front entrance, enabling staff to control access to the building.

Workplace Violence Risk Notification Procedure

1. If an employee is at an increased risk of being subject to violence in the workplace, RCSD will inform employees of the nature and extent of the risk from potential violence in writing, except if the disclosure is prohibited by law. RCSD will disclose any information in its possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.
2. Administrative Application 9222 – *Student Threat/Risk Assessment* will be followed in assessing aggressive students.

Reporting Procedure

1. Reports of incidents of violence against employees can be made directly to any of the following:
 - a. The employee's direct supervisor; or
 - b. A member of administrative council (Superintendent, or Director)

2. If the report is made to a person listed above, other than the superintendent of human resources, the recipient of the report shall immediately provide the superintendent of human resources or designate with the details of the incident(s) in writing (a report involving a member of administrative council shall be made directly to the director).
3. The Workplace Violence & Serious Student Incidents form will need to be filled out.
4. Any employee who has been exposed to a violent incident who experiences injury or adverse symptoms is encouraged to consult their physician or treatment or referral for post-incident counselling. If an employee consults their physician for treatment or receives counselling, RCSD shall credit the employee's attendance as time at work and ensure that the employees lose no pay or other benefits. As well, post-incident counselling through the division's Employee and Family Assistance Program will be made available to the employee.

Investigation Process

1. Upon receipt of complaint, the School Superintendent will provide the complaint to the Superintendent of Human Resources or designate and will work alongside Human Resources as necessary throughout the investigation.
2. The alleged offender (if an employee) and the victim of violence may be offered assistance through the Employee and Family Assistance Program and either one may be removed from the workplace on a temporary basis while the incident is being investigated. In cases where an external investigation is also being carried out, the division will continue its own investigation and co-operate with external authorities where required.
3. The victim and any witnesses will be interviewed.
4. The offender (if an employee) will be advised and interviewed as necessary.
5. Review files to determine if the alleged offender has been involved in any previous incidents of violence or other related behaviour.
6. The Superintendent of Human Resource Services or delegate shall provide a written report to the Director of Education. The written report shall include a summary of the evidence, a description of any conflict in the evidence, the conclusions on the facts and reasons for reaching those conclusions, as well as the recommended action and follow up if necessary or the fact that no further follow up is necessary.
7. If the alleged violence is determined to be true, the respondent may be subject to appropriate corrective action as determined by the Director of Education and/or delegate, which may include any or a combination of a verbal reprimand, written reprimand, suspension, and/or dismissal.
8. The victim and the offender shall be advised to the disposition of the complaint.

9. The division may report the incident to the police.

Corrective Action

1. Where violence has been substantiated:
 - a. The alleged offender (if an employee) may be subject to appropriate corrective action, up to and including termination of employment.
 - b. Students may be subject to appropriate discipline as outlined in the *Administrative Applications for 11150 Violence Prevention: Student Harassment and/or 7122 – Violence Prevention: Weapons*.
2. Factors to be considered in determining the severity of the corrective action may include, but need not necessarily be limited to:
 - a. The severity of the violence.
 - b. The persistence of the violent incident(s).
 - c. Whether or not the offender, by demonstrable action, displays co-operation and willingness to change.

Records/Documents Relating to the Complaint and Investigation

All records and documents relating to the complaint and investigation shall be forwarded in confidence to the Superintendent of Human Resource Services for retention. All records will be kept confidential except where disclosure is required. Such records shall be retained for seven (7) years.

Retaliation

RCSD will not retaliate against individuals for filing a complaint in good faith and will not permit retaliation by other employees. If retaliation is proven to have occurred, disciplinary action may take place.

Complaints Made in Good Faith

Disciplinary action will not be taken whose complaint of violence has not been substantiated and where such complaint was made in good faith.

Malicious and/or Frivolous Complaints

Malicious and/or frivolous complaints of violence will be viewed as serious offences by the Board and may result in disciplinary action against the complainant and a record of such disciplinary action will be documented in the personnel file of the complainant.

Confidentiality

1. Receipt of a complaint will be held in strict confidence.
2. The name of a complainant or respondent or the circumstances related to the complaint will not be disclosed to any person except where disclosure is:

- a. Necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint.
- b. Required by law.