

## Administrative Procedure 417

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# EMPLOYEE VIOLENCE

### Background

The Division has a responsibility to ensure that employees operate in an environment that is free of 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 Division is committed to informing employees with respect to awareness of situations in which violence may occur and procedures to be followed in the event of a violent incident.
3. Employees who work in circumstances such as the following could be at some risk of being exposed to violent incidents:
  - 3.1 Employees who work with pupils who have a history of violence;
  - 3.2 Employees who work with pupils who suffer from specific medical conditions which can increase the probability of those pupils being the perpetrators of violent acts;
  - 3.3 Employees who provide services to a pupil whose parent(s)/guardian(s) have a history of violence or who have previously threatened school staff.
4. Primary areas of potential risk of violence centre on classrooms, hallways, playgrounds and personnel assigned to these locations.
5. 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 Optic Risk Intake form [Optic Risk Intake Form](#).
6. 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.
7. Superintendents shall inform the Occupational Health and Safety committee of all reports of violent incidents.
8. Principals or supervisors shall investigate all reports of violent incidents and submit them to the appropriate Superintendent for possible further investigation.
9. No employee shall threaten, cause or participate in a violent act against another employee.
10. Employees shall be informed, within the context of legal protocols, of potential risks of violence by some or all of the following means:
  - 10.1 Review of relevant reports and documents in consultation with the principal, supervisor or Special Education personnel;

- 10.2 Briefing by the principal or supervisor with respect to background, procedures and strategies;
- 10.3 Consultation with Special Education personnel with respect to background, procedures and strategies.

- 11. Workshops and information for employees in the area of violence will be provided with a focus on:
  - 11.1 Ways and means of recognizing potentially violent situations;
  - 11.2 Proactive approaches to preventing or minimizing violence;
  - 11.3 Procedures for dealing with incidents of violence and how to obtain assistance;
  - 11.4 Reporting, investigation and documentation of violent incidents.

- 12. 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:

Employer's Initial Report of Injury (WCBE1) – completed by employer.

Worker's Initial Report of Injury (WCB W1) [Worker's Injury Report Form](#)

Optic Risk Intake form [Optic Risk Intake Form](#).

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.

- 13. 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 police.

- 14. 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 for investigation.

- 15. Investigation of complaints:

- 15.1 If an employee chooses to make a complaint, it will be in writing and will include the following information:

- 15.1.1 Where and when the incident occurred,

- 15.1.2 What exactly was said and done,

- 15.1.3 Whether there were any witnesses,

- 15.1.4 Any other details of the situation.

- 15.2 The person receiving the complaint will immediately report the complaint to the appropriate superintendent or supervisor.

- 15.3 Investigation of the complaint will be undertaken by the appropriate superintendent or supervisor as soon as possible upon receipt of the complaint.

- 15.4 The person who investigates the complaint will:

- 15.4.1 Notify the alleged perpetrator of the complaint and provide the alleged perpetrator with information concerning the circumstances of the complaint, including a copy of the written complaint,

- 15.4.2 Request the alleged perpetrator to respond in writing to the complaint,

- 15.4.3 Interview the complainant, the alleged perpetrator, and any other persons who may have knowledge of the purported conduct complained of,

- 15.4.4 Make a written report of the complaint and the results of the investigation of the complaint to the Manager of Human Resources and,

- 15.4.5 Inform the employee and the alleged perpetrator in writing of the results of the investigation.
- 15.5 At any stage of the investigation, the complainant and the alleged perpetrator may choose to be accompanied by a friend, union representative, association representative or other persons of their choice.
- 15.6 Either party may, after receiving the results of the investigation, make a further submission in writing and such written submission shall be placed in the file.
- 15.7 Complaint Supported:  
Where the results of the investigation support a specific complaint of violence, remedial actions such as the following may occur: education and training, review and/or modification of policies, procedures and practices, and on-going monitoring.
- 15.8 Complaint Unsupported:  
Where the results of the investigation do not support allegations of violence made by the complainant, the complaint shall be closed.
16. Consequences for Perpetrators of Violence
- 16.1 When the perpetrator is an employee, the Director will administer appropriate discipline and corrective action which may include a reprimand, suspension or make a recommendation of termination of employment to the Board.
- 16.2 When the perpetrator is a student, the Director will administer disciplinary action in accordance with *The Education Act, 1995*, which may include suspension of the student, assignment of the student to another school, or make a recommendation of expulsion to the Board.
- 16.3 When the perpetrator is a parent of a student, the Director will take actions necessary to minimize the risk of another incident, which may include restricting the access of that parent to school property, or reporting of the incident to the police.
- 16.4 When the perpetrator is a member of the public who is not a parent, the Director may report the incident to the police and may restrict the access of that person to school property.
17. Administrative Procedures and actions designed to minimize or eliminate the risk of violence.
- 17.1 Administrative Procedures:
- 17.1.1 Parent and Student Concerns
  - 17.1.2 Employee Harassment
  - 17.1.3 Student Conduct on Buses
  - 17.1.4 Code of Conduct (Safe Schools)
  - 17.1.5 Suspension and Expulsion
  - 17.1.6 Violence and Student Harassment
  - 17.1.7 Search and Seizure
  - 17.1.8 Alcohol and Drugs
  - 17.1.9 Weapons and Explosives
- 17.2 Actions
- 17.2.1 On-going in-service and professional development programs such as Anger Management, Social Skills Development, Conflict Resolution, and Peer Coaching
  - 17.2.2 Division Crisis Intervention Handbook
  - 17.2.3 Behavior modification classes such as STAR and Lucy Baker
  - 17.2.4 Assessment and evaluation prior to student registration in the school
  - 17.2.5 Items in school newsletters

Reference: Section 85, 87, 116, 150, 157, 193, *The Education Act, 1995*

Approved: May 12, 2014