

#404469

EBB

Violence Mitigation

Purpose

The Division recognizes that all staff, students, and volunteers should have a working environment with a plan in place to mitigate physical violence, verbal abuse or the threat of physical assault and requires all staff, students, and volunteers to make reasonable efforts to maintain this goal. This regulation is developed in accordance with The Manitoba Workplace Safety and Health Act regulation section 11 amendment 107/2011. The violence mitigation regulation provides guiding principles to mitigate violence within the Division. Due to large populations of students and staff, any area within a school may have some potential for violence. However, staff working with certain students who have an elevated risk of being violent must be aware of the risk. Steps must be taken to mitigate that risk, and where the risk cannot be mitigated, measures must be taken to lessen the severity of the risk. This regulation has been developed under Policy EBB (Workplace Safety and Health). This regulation and associated exhibits include measures to summon immediate assistance when violent or threatening situations occur.

Scope

This regulation applies to all staff in the St. James-Assiniboia School Division.

Violence Defined

The attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against them. *Source: Part 11 of "The Workplace Safety and Health Regulation M.R. 217/2006"*

Responsibilities

The Superintendent/CEO, or designate, is responsible for the governing policy (EBB) and for the implementation of this regulation. School Administration are responsible for the appropriate planning for students as per Appropriate Educational Programming (IHBA).

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School Administrators shall ensure reporting protocols are followed when an incident of violence is reported to them, including advising the employee of the action taken following a report within 10 working days of receiving the report. Administrators recognize that staff are required to report incidents of violence in accordance with this regulation and will not discipline or take any retaliatory action towards any staff member for reporting an incident in good faith.

Accordingly, staff must report incidents of violence to their school administrator or supervisor and cooperate in any investigation done. They will not have the right to be involved with individual student disciplinary decisions made by the school administration. Any staff member who has been harmed as a result of a violent incident at the workplace is advised to consult their health care provider for treatment or referral to post-incident counselling if appropriate. As well, each individual is responsible for ensuring completion of recommended training programs.

Right to Know

Where there are known risks to staff, the Division will disclose the potential risks to staff at the time an assignment is made. Staff will be informed of known risks and the measures that must be taken in the event of a violent situation. In such cases, appropriate training will be provided by the Division. Any personal information disclosed, will be the minimum amount necessary.

Right to Refuse Dangerous Work

Dangerous work generally means work involving safety and health risks that are not normal for the job. Staff shall be trained and equipped to address incidents of violence that are likely or are at an elevated risk to occur. Staff will not be disciplined for exercising the right to refuse in good faith and are entitled to the same wages and benefits they would have received had the refusal not taken place. Staff may be re-assigned while the refusal is being investigated.

Reporting Violent Incidents

Violent incidents shall be reported to the school principal. Employees are to complete the Violent Incident Report form (EBB-E-6). This online form is only available on the Scholantis Portal for employees in St. James Assiniboia School Division.

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- If an injury is sustained:
 - ALL Employees must also complete the MSBA/HUB Non-Student Accident form.
 - Any employee covered under Workers Compensation Board (WCB) (all but MTS) must also complete the applicable Notice of Accident WCB paperwork within 5 days of the incident.
 - If the situation encompasses a Serious Incident, which involves a situation that may require a lockdown, hold and secure, evacuation and/or involvement of police, fire, or paramedic services, Administrators are to complete a Serious Incident Form. This online form (EBB-E-3) is available for school Administrators in the Scholantis Portal for St. James Assiniboia School Division employees and is only completed and submitted by School Administrators.

If staff physically intervened with a student, school Administration will ensure the completion and submission of the Seclusion and Restraint Documents (JLIG).

All violent incidents will be responded to in a manner that supports the Division's commitment to maintain safe schools for all staff and students.

Investigating Violent Incidents

The Principal must investigate a report of violence within 10 working days.

The investigation portion of the Violent Incident Report Form must be completed within 10 days of receiving the initial notification of the incident.

In the case of a serious incident (*an intentional act or situation that may require lockdown, hold and secure, evacuation, and/or involvement of police, fire or paramedics*), an incident investigation is to be conducted as soon as reasonably possible after the victim is treated, and the scene is secured. The school WSH committee, with the support of Manager, Maintenance, Safety and Accessibility Services, shall conduct a thorough investigation of the incident and determine the corrective actions. Information will be communicated to all relevant employees for the prevention of recurrence of

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such serious incidents. Records of the meeting and investigation are to be forwarded to the Manager, Maintenance, Safety and Accessibility Services.

Most violent situations can be addressed using one or more of the violence mitigation programs or policies listed below.

Violence Mitigation Programs and Policies

- **Policy GBAA and Regulation GBAA-R** – The staff harassment and bullying policy and regulation include measures to address some specific acts of violence including physical, verbal, written, or social aggression or intimidation.
- **NVCI** - “Non-Violent Crisis Intervention” training offers proven strategies for safely defusing anxious, hostile, or violent behaviours at the earliest possible stage. The second day of this training includes appropriate physical holds that may be required to safely restrain students if necessary.
- **Risk/Threat Assessment Intervention (VTRA) Teams** – Threat assessment teams review student threats/high risk behaviours, consult with others, and develop action plans and recommendations in order to provide intervention to students and their families in a proactive manner.
- **Positive Behaviour Support Plans (PBSP)** – The intent of school-wide positive behaviour support is to develop a foundation where appropriate, expected behaviours in a positive school climate are the norm for all students. This evidence-based practice involves proactive and explicit teaching of behavioural expectations and pro-social problem solving.

There are three tiers of the Positive Behaviour Support model. This model represents a continuum of increasingly intense level of interventions and supports that correspond to the responsiveness of student needs and abilities.

- **Low Arousal Approach** – This approach emphasizes a range of behaviour management strategies that focus on the reduction of stress, fear, and frustration.

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- **Lockdown and Hold and Secure Procedures** – A lockdown is a response to immediate physical danger in and around the vicinity of the school. This includes situations where a person or group is out of control, a person or group is in possession of weapons, an unknown trespasser is suspicious and avoiding school authorities or other physical threats exist outside of our control. During a lockdown or hold and secure, staff and students take actions to reduce the possibility of confrontation. Such actions are school-specific. Lockdown drills are performed twice per year.

The Annual Report to WSH Committees shall include:

- A summary of the number and severity of incidents of violence at the workplace.
- Descriptions of control measures put in place following any investigation into an incident.
- Again, any personal information disclosed, regarding an incident of violence, will be the minimum amount necessary.

Division Report

On a bi-annual basis, the division senior administration will review a summary of the number and severity of incidents of violence in the workplace. Employee groups will be involved in the debrief of such data.

Compliance

Failure to comply with this regulation will result in discipline in accordance with Policy GBAC Staff Discipline.

Review

This Regulation shall be reviewed not less than every three years.

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