

#404469

EBB
EBB-E-1 to E-4

VIOLENCE PREVENTION

PURPOSE

The Division recognizes that all staff should have a working environment free from physical violence, verbal abuse or the threat of physical assault and requires all staff 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 prevention 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 to be violent must be aware of the risk. Steps must be taken to eliminate that risk, and where the risk cannot be eliminated, measures must be taken to minimize the risk. This regulation has been developed under Policy EBB (Accident and Violence Prevention). This regulation and associated exhibits include measures to summon immediate assistance when violent or threatening situations occur.

SCOPE

This regulation applies to all staff and volunteers 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, or designate, is responsible for the governing policy (EBB) and for the implementation of this regulation.

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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. The principal shall submit the report using the serious incident or aggressive behavior report form **(EBB-E-3 & EBB-E-4)** via e-mail as required by the form. 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.

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INVESTIGATING VIOLENT INCIDENTS

The Principal must investigate a report of violence within 10 working days. 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.
- **Restitution** – is an approach that focuses on how students can correct their mistakes emphasizing positive solutions. The focus for students is on self-discipline rather than on avoiding punishment or gaining rewards. By learning this approach, it will help adults and students improve their behaviour given the objective of not engaging in behaviours that will hurt others.
- **WEVAS** - “Working Effectively with Violent and Aggressive States” is a training program designed to help develop and improve communication skills that are effective in working with people who are in problem states – anxious, agitated, aggressive or even assaultive. The communication skills that the participant learns are used to enable people to return to the competent state.
- **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.
- **Threat Assessment 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.

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- **Lockdown 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, staff and students take actions to reduce the possibility of confrontation. Lockdowns are school-specific. Lockdown drills are performed twice per year.

THE ANNUAL REPORT TO WSH COMMITTEES SHALL INCLUDE:

- Records 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.

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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