

Principal / Supervisor Checklist – Responding to Violent Incidents

Responding to a Violent Incident by a student toward an employee

- All employees are to report violent incidents via *Violence in the Workplace Form*
- If the violent incident has led to an injury or adverse symptom, the Principal/Supervisor will
 - advise the employee to consult a physician for treatment or referral
 - have the employee complete *WCB Form 6A – Workers Report of Injury*
 - forward to DSO the completed *WCB Form 6A* and the completed *WCB Accident Investigation Report*
- Principal/Supervisor and union representative from site safety committee investigate the incident and complete *WorkSafe BC Investigation Report*
- Principal/Supervisor will eliminate/minimize risk of violence to employee. This may include, but is not limited to, temporary relocation or suspension of the student
- Principal/Supervisor directs a committee in the development of *Action Plan*
- Principal/Supervisor informs other employees likely to encounter a related risk of violence in the course of their work
- Principal/Supervisor develops and then facilitates a *Re-Entry Plan* with student and parent/guardian
- Completed *Violence in the Workplace Form*, *WorkSafe BC Investigation Report*, *Action Plan* and *Re-Entry Plan* must be forwarded to
 - District Safety Officer
 - Superintendent/designate
- Completed *Action Plan* and *Re-Entry Plan* must be filed in
 - Student file
 - Main Office File
- Principal/Supervisor meets with employee at risk and appropriate resource personnel to review *Action Plan*
- At year end, copies of individual *Action Plan* and *Re-Entry Plans* will be forwarded to the students' receiving school and reviewed as part of the schools Risk Assessment process



Action Plan, Instruction of Workers and Re-Entry Plan are to be completed in a timely manner, typically no longer than three days. Concerns regarding the continuity of a students academic program should not overshadow the employers' obligation to provide and maintain a safe environment for employees.

Principal / Supervisor Checklist – Risk Assessment, Identification & Orientation

Risk Assessment and Identification: General

- Identification of situations of a risk of violence is the responsibility of all employees
- Principal/Supervisor will ensure a Risk Assessment is conducted at the start of each school year, and as necessary thereafter
- Risk Assessment will be conducted jointly with the Site Safety committee and shall include consideration of
 - Previous experience in the workplace
 - Occupational experience in that workplace
 - Location and circumstances in which work will take place

Risk Orientation: General

- Principal/Supervisor will ensure a Risk Orientation is conducted at the start of each school year, and as necessary thereafter
- Principal/Supervisor will ensure that staff orientation to risk of violence includes
 - Review of District philosophy and policy regarding Violence in the Workplace
 - Emergency and reporting procedures for Violence in the Workplace
- Where the risk of violence is attributed to a particular person, the Principal/Supervisor will communicate with those employees likely to encounter such a person in the normal course of their employment, the
 - Identify of person(s) who may display violent behaviours
 - Relevant action plans and/or established worksite procedures

! Principal/Supervisors need to be mindful of their obligation to instruct workers on a 'need to know basis' and expectations regarding confidentiality of private personal and/or student information

Principal / Supervisor Checklist

Risk Assessment and Identification: Students

- Identification of situations of a risk of violence is the responsibility of all employees
- Principal/Supervisor will ensure a Risk Assessment is conducted at the start of each school year, and as necessary thereafter
- Assessment of risk of violence by a students towards employees shall include
 - Students known to have a history of violence towards employees
 - Relevant Action Plans and Re-Entry Plans
 - Notification from police, Attorney-General or probation services
 - Notification from schools of incoming students, including new registrations from outside the school district.
- Where a new student registers at a school, the receiving school will collect information from the student and parent/guardian including
 - History of schools attended
 - Reason for transfer or change of school
 - Past behaviour issues including violent or threat making behaviour
- Prior to the student's entry, the receiving school will also telephone to request information from the most recent school, including
 - Transfer of school records
 - Reason for transfer or change of school
 - Pertinent safety information not contained in school records

Risk Orientation

- Principal/Supervisor will ensure a Risk Orientation is conducted at the start of each school year, and as necessary thereafter
- Principal/Supervisor will ensure that staff orientation to risk of violence by **an identified student** is limited to employees likely to encounter a related risk of violence by this student in the course of their work.
 - Review of District philosophy and policy regarding Violence in the Workplace
 - Identify of person(s) who may display violent behaviours and relevant worksite action plans
 - Emergency and reporting procedures



Principal/Supervisors need to be mindful of their obligation to instruct workers on a 'need to know basis' and expectations regarding confidentiality of private personal and/or student information.