



File AFA

Violence Prevention

The Portage la Prairie School Division is committed to providing a safe work environment for all of our students and staff. It is a priority of the Division to maintain an environment that is free of violence and the threat of violence. The Division recognizes the potential for violence or threats. Actions have been taken to identify possible sources of violence and to implement a violence prevention program to eliminate or minimize risk.

Working Effectively with Violent and Aggressive States (WEVAS), Nonviolent Crisis Intervention (NVC) and Threat Risk Assessment training opportunities are provided to employees of the Portage la Prairie School Division. The Division has both divisional and school based Threat Assessment Teams in place who have received specific training. Guidelines for response to threats have been developed and are followed.

To resolve situations in which the safety and/or security of any student or staff is threatened, the Division expects that all students and staff will immediately report and respond to any such challenge.

What is Violence

As defined in Part 11 of the Workplace Safety and Health Regulation M.R. 217/2006

“Violence” is the attempted or actual exercise of physical force against a person and any threatening statement of behaviour that gives anyone reason to believe that physical force will be used against them.

Violence is Against the Law

Canada’s Criminal Code prohibits violence. A person has the right to live and work without being subjected to violence. The Criminal Code of Canada states:

- 264.1 (1) Everyone commits an offence who, in any manner, knowingly utters, conveys, or causes any person to receive a threat;
- (a) to cause death or bodily harm to any person;
 - (b) to burn, destroy or damage real or personal property; or
 - (c) to kill, poison or injure an animal or bird that is the property of any person.

In all cases of violence, a disclosure and report must be completed to the site administration. It is up to the site administration to determine the course of action based on the report.

An employee who exhibits violent behaviour will be subject to disciplinary action up to and including dismissal and may be subject to criminal prosecution. Violent threats or actions by non-employees of Portage la Prairie School Division sites or events may also result in criminal prosecution.



File AFA

When a student is violent towards an employee, team meetings, behaviour intervention plans, clinical assessments, or a Threat Risk Assessment may be the result of the student's actions/behaviour.

Employees Rights and Responsibilities

- Employees are entitled to work free from violence.
- Employees are responsible for working together in a professional manner and resolve issues in a non-violent manner.
- Employees are to bring issues to their supervisor if they cannot be mutually resolved.
- Employees must report incidents of violence or threats to their supervisor.
- Employees must cooperate in the investigation of a violent incident.
- Anyone who gives evidence or information in an investigation, or is involved in the process must keep this information confidential, except when it is necessary to deal effectively with the issue.

Where Might Violence Occur

In Portage la Prairie School Division, employees working with potentially aggressive or violent students have the highest risk of exposure to violence.

Employees associated with the highest risk of violence exposure may include (in alphabetical order):

- Administrative Assistants
- Bus Drivers
- Custodians
- Educational Assistants
- Librarians
- Operation/Maintenance Staff
- School Administrators
- Teachers, including resource teachers, school counsellors, and school social work clinicians

Violence in the workplace includes but is not limited to the following list of prohibited behaviours directed at or by a supervisor, co-worker, volunteer, student, member of the general public:

1. Direct threats or physical intimidation
2. Implications or suggestions of violence
3. Stalking
4. Possession of weapons of any kind



File AFA

5. Assault in any form
6. Physical restraint, confinement
7. Dangerous or threatening horseplay
8. Blatant or intentional disregard for the safety or well-being of others
9. Commission of a violent felony or misdemeanor
10. Any other act reasonable person would perceive as constituting a threat of violence.

Employer Responsibilities

- The Board will ensure, as much as reasonably practical, that no employees are subjected to violence in the workplace.
- Corrective action will be taken with anyone who subjects an employee to violence.
- School Administration will not disclose the name of a complainant or the circumstances of the complaint to anyone except where disclosure is:
 - necessary to investigate the complaint
 - required to take corrective action
 - required by law
- Any information that is disclosed will be the minimum required for the purpose.
- School Administration will ensure all employees are aware of the risks of violence in the workplace and provided with training opportunities to deal with potentially violent situations.

Portage la Prairie School Division's violence prevention policy is not intended to discourage or prevent anyone from exercising any other legal rights under any other law.

Portage la Prairie School Division, its administrators and supervisors are responsible for creating a safe working environment that is free from violence. Anyone aware of violence in the workplace must bring it to the attention of administration so the issue can be addressed immediately.

Steps to Eliminate or Reduce the Risk of Violence

The risk for workplace violence is assessed on an ongoing basis by the School Administrator.

Portage la Prairie School Division has protocols for identifying students and/or individuals who have demonstrated increased risk for violent behaviours:

1. Behaviour Intervention Plan (BIP)
2. Threat Risk Assessment
3. Harassment
4. Safe work procedures have been developed to inform and train workers about the risks of violence. Documented safe work procedures on violence prevention include:
 - response plan for injured workers
 - procedures for working alone or in isolation

**Section A: Foundations and Basic Commitments**

File AFA

Employees:

- The violence prevention policy will be reviewed with all staff at orientation.
- The plan for working alone or in isolation must be reviewed with all employees who work alone.
- Employees must follow this plan and supervisors must ensure the plan is followed.
- All staff receives personal safety and de-escalation skills training during their orientation.
- Cell phone communication will be provided to all field employees.
- Prior to attending a high risk area or client, appropriate procedures must be developed with your supervisor (check-in times, number of employees, distress word etc.).

Notification of Risk

Any time there has been a change in the nature or extent of the risk of violence, the Portage la Prairie School Division will provide employees with the information available within the limitations of the law. Information will be provided to the extent necessary for the purpose.

Reporting Acts or Threats of Violence

An employee, volunteer or student who is the victim of violence or believes they have been threatened with violence or witnesses an act or threat of violence towards anyone else or to the property of the Portage la Prairie School Division shall:

1. In the case of an emergency and in situations of immediate danger, contact the RCMP officials by dialing 911 and take whatever steps are necessary to protect self from immediate harm, such as leaving the area.
2. Once safe or if the situation is not one of immediate danger, report the incident to the site administration or immediate supervisor as soon as possible.
3. The Principal or immediate supervisor will notify the Manitoba Workplace Safety and Health Division if the incident meets the definition of a "serious incident" (as outlined under the section, Process for Investigating Violent Incidents).
4. The employee and the Principal will complete the Violent Incident Report Form AFA-R. The form must be completed for all incidents, whether the incident involves a threat or act of violence.
5. The Principal will immediately notify the Superintendent's Department and the Divisional Safety Officer upon receiving the Violent Incident Report Form.
6. The Superintendent's Department may complete a Serious Incident Report and submit this report to Manitoba Education.

If employees, volunteers or students have reason to believe they, or others, may, be victimized by a violent act sometime in the future or as direct result of their employment in the Portage la Prairie School Division, they shall inform site administration by completing the Violence Incident Report Form so appropriate action may be taken. The site administration should inform the Superintendent's Department and contact the Safety Officer that an investigation is required.



File AFA

Employees who have received or signed and filed a legal restraining order, temporary or permanent, against themselves or an individual due to a potential act of violence, who would be in violation of the order by coming near them at work/school, shall immediately supply a copy of the signed order to site administration. The site administration will provide the employer a copy as well. Wherever reasonably practicable, the employee will make arrangements to alter the worksite to ensure compliance with the conditions of the order.

Incident Investigation

Acts or threats of violence will be investigated immediately by site administration, in order to protect employees, volunteers or students from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. If deemed necessary, site administration will initiate the requirement of an investigation from the employer. The employer may wish to involve law enforcement for their review of potential violations of civil and/or criminal law.

When an incident of violence has occurred or could reasonably be expected to occur, Portage la Prairie School Division will take the following steps:

1. If the incident meets the definition of a “serious incident” as defined by Part 2 of the Workplace Safety and Health Regulation, the Principal, or immediate supervisor will immediately notify the Workplace Safety and Health Division and the co-chairs of the committee.
2. The Principal or immediate supervisor will advise any employees who may be at risk and will notify the Superintendent’s Department of the incident.
3. The Safety Officer, the Principal or immediate supervisor, and any other persons required, will complete an investigation into the incident using the forms and tools that are available.
4. All information available and relevant to the violent incident will be provided to the investigation team.
5. The investigation results will be summarized by the Safety Officer with a copy of the report given to the Principal or immediate supervisor, and the Superintendent.
6. The recommendations will be reviewed and documented on the Violent Incident Report Form.
7. Progress on implementing any recommendations will be documented by the Safety Officer. Once the recommendations have been implemented, staff will be notified and it will be noted on Workplace Safety and Health Continuance Committee meeting.

The individual who reported the act or threat of violence will be provided results from the investigation where appropriate. The Portage la Prairie School Division will do everything reasonably practicable to maintain the individual’s confidentiality. Where there is a need to inform others (for example, to protect the individual) their identification and situation will be disclosed.



File AFA

Incidents that threaten the security of employees shall be mitigated as soon as possible following their discovery. Actions that may be taken include but are not limited to: notification of law enforcement, provision of emergency services, post event trauma counseling and assurances that incidents are handled in accordance with this procedure.

Claims of violence that are not bona fide but rather malicious in nature will not be tolerated and the false claimant will be subject to disciplinary action up to and including dismissal.

Annual Report

Each investigation report will be included in the annual workplace violence report produced every April. The annual report on violence will be compiled by the Safety Officer and provided to the Superintendent's Department no later than June 1 of each year.

Follow Up to a Violent Incident

Employees who have been victims of violence will be:

- encouraged to seek medical help from their healthcare providers or referrals for post-incident counselling, if required
- given the opportunity to be examined by a doctor and transported to a medical facility, if required

For employees who experience violence in the workplace, the Portage la Prairie School Division may provide counselling or assist the employee to receiving counselling and de-briefing services.

Employees will keep all existing benefits while under treatment or counselling.

If an employee gets medical help or misses work, both the employer and employee must file a report of injury with the Workers Compensation Board (if eligible for WCB).

The Principal, Safety Officer and Superintendent's Department will review the incident and its effects and take reasonable steps to accommodate employees involved in the incident.

All Violence Incident Report