

VIOLENCE, INTIMIDATION AND USE OF WEAPONS

- POLICY -

The Board recognizes the need for a secure environment safe from violence and intimidation. Every act that threatens the safety of students, staff or others on school district property, while riding on a school bus or at school district events will be dealt with in accordance with the following regulations. Violence, intimidation and use of weapons within the school district will not be tolerated.

The Board supports employees' participation in training opportunities to enable them to recognize potential risk of violence and take appropriate preventive measures.

- REGULATION -

- 1.0 DEFINITIONS for the purpose of this policy are:
 - 1.1 Violence:
The attempted or actual exercise by a person of any physical force so as to cause injury to students, staff or others and includes any threatening statement or behavior which gives reasonable cause to believe there is risk of injury.
 - 1.2 Intimidation:
To persuade or dissuade somebody from doing something by frightening him or her by means of violence or threats of violence, implied or explicit.
 - 1.3 Weapon:
 - 1.3.1 anything used or intended for use in causing injury or death;
 - 1.3.2 anything used or intended for use for the purpose of threatening or intimidating any person, including any firearm as defined by the Criminal Code of Canada. (Ref. Section 18 and 82 of the Criminal Code of Canada)
 - 1.4 Incident:
The use of violence or intimidation

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- 1.5 Severe Incident:
An incident that requires police action or results in injury or death
- 1.6 Employee:
An employee is any person who works for SD 85 on a regular, temporary or contractual basis.
- 1.7 Supervisor:
- 1.7.1 in the case of an incident involving a student or school based employee or a visitor to the school, the Supervisor is the school principal or designate
- 1.7.2 in the case of an incident not involving students, the Supervisor is the employee's principal, office manager or program manager.
2. NOTICE
The Supervisor shall ensure that this regulation is brought to the attention of parents and employees and that they have access to it. Annual reviews with parents and employees are recommended.
3. REPORTING
- 3.1 Where a Supervisor is aware of the potential for an incident, they are to inform employees of possible risks. In some cases, it may be necessary to inform parents, students or other Supervisors of the risks. Risk assessment must conform to WorkSafe BC regulations (School District 85 Health and Safety Manual, Section 2, pp.1-3).
- 3.2 Where an employee is aware of the potential for an incident, they are expected to inform their Supervisor of possible risks.
- 3.3 Incidents must be reported on the Incident Report Form. A confidential record shall be maintained at the School Board Office.
4. RESPONSIBILITIES OF THE EMPLOYEE
- When an employee reasonably believes that there has been an incident, the employee shall:
- 4.1 make all reasonable attempts to minimize the risk of injury to self and others;
- 4.2 if deemed necessary, report the incident to the police immediately;
- 4.3 report the incident to their Supervisor as quickly as possible;
- 4.4 complete and copy an Incident Report Form, retaining one copy for their records and giving the original to the Supervisor. **Risk assessment may not be** initiated without this completed form;

4.5 cooperate with the Supervisor or police during the investigation;

4.6 where there is the possibility of injury, consult a physician.

In cases where School District personnel are required to work with students who are believed to be violent, appropriate training will be provided through the Assistant Superintendent.

5. RESPONSIBILITIES OF THE SUPERVISOR

When informed of an act of violence or intimidation, the Supervisor shall:

- 5.1.1 ensure that there is no longer a risk and take appropriate actions if any persist;
- 5.1.2 communicate to staff and when appropriate parents and students how the risks have been minimized.
- 5.1.3 conduct an investigation of the circumstances and document all pertinent details. However, if the Supervisor believes a crime has been committed, or during an investigation comes to believe that a crime has been committed, the Supervisor shall stop investigating to protect evidence and consult with the police to determine who continues the investigation;
- 5.1.4 report immediately to the Superintendent if the situation is severe;
- 5.1.5 manage information around the incident and ensure that the parents or guardians of any children directly involved are informed;
- 5.1.6 immediately contact the Assistant Superintendent if the incident involves a student with special needs;
- 5.1.7 follow Policy 2-330 (Student Suspension) when it is necessary to suspend a student;
- 5.1.8 complete the Schools Protection Program "Incident Report if the incident of violence resulted in injury to a student;
- 5.1.9 complete a written report of the incident and forward it to the Superintendent. The report shall include a plan for follow-up with anyone involved in the incident.

6. The supervisor or Superintendent may initiate a critical incident response by contacting the Assistant Superintendent (PM 5-50 Critical Incidence Response).

7. Post-incident trauma counselling shall be available.

8. The District Health & Safety Committee shall review severe incidents and report to

the Superintendent.