

603.4AP – Violence in the Workplace

Purpose

The Board of Education for Nanaimo Ladysmith Public Schools recognizes its responsibility as an employer and education authority to ensure that policies, procedures and work environment arrangements are in place which seek to eliminate and, where elimination may not be possible, to minimize, the risk of violence for workers, for students, for parents and for members of the public who may visit schools or other locations where the Board has jurisdiction.

The Board expects that, following all incidents of violence, there will be intervention by school and/or district staff appropriate to the nature and circumstances of the violent incident.

The Board expects that the education of students and staff, which has the goal of preventing incidents of violence, will be a regular and on-going part of classroom and inservice programs in the district.

The Board intends, through the implementation of the provisions of this administrative procedure, to honour its commitment to enforce the *British Columbia Workers Compensation Act* and/or applicable provincial legislation pertaining to prevention of and response to incidents of violence in the workplace.

Procedure

A. Definitions

Violent Incident

The attempt or actual exercise of any physical force so as to cause personal injury or damage to property, including any threatening statement or behaviour which gives an individual reasonable cause to believe that he/she, his family, friends or property are at risk of injury.

Weapon

Anything used or intended for use in causing death, injury or damage or anything used or intended for use for the purpose of threatening or intimidating any person, and, without restricting the generality of the foregoing, includes any firearm.

B. Investigation of Incidents of Violence

All reports of violent incidents within the jurisdiction of the Board of Education will be investigated at the level and to the extent appropriate to the nature and circumstances of the reported incident.

C. Documentation of Incidents of Violence

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All violent incidents will be documented. Accurate and reliable records will be maintained in order to allow the monitoring and tracking of individual, school/work-site and district-wide patterns over time.

D. Appropriate Intervention Following Incidents of Violence

- a. Appropriate intervention by school and/or district staff shall, in all cases, be consistent with the seriousness of the incident and may be progressively more intensive where individuals are responsible for more than one incident.
- b. Where students are perpetrators of violent incidents, appropriate intervention:
 - shall be educative and restorative in focus;
 - may, where the incident(s) have been serious or involve the use of weapons, include suspension and expulsion from a regular educational program;
 - may vary according to the needs of students; students with special needs, for example, may require special kinds of intervention; and
 - shall be in accordance with the guidelines set out in *AP 238 – Code of Conduct*, *AP 239 – Student Suspension* and the *School Act*.
- c. Where employees are perpetrators of violent incidents, appropriate intervention may include progressive discipline in proportion to the nature and seriousness of the incident and may result in termination of employment with Nanaimo Ladysmith Public Schools.
- d. Appropriate intervention may include counselling and/or other support services for those students and employees who perpetrate or are affected by violent incidents.

E. Notification/Sharing of Information

School district administration, the Board of Education, the RCMP and other district/community agencies will be notified of violent incidents as appropriate and as required by district policy and by law.

Notwithstanding the commitment of the Board to fairness and respect for the right to privacy of all students, employees and citizens, where a student, an employee or member of the public is known, through involvement with a documented past incident or incidents, to present the potential to behave in a violent manner, those employees working directly with such a student, employee or member of the public shall be informed of this potential and assisted in devising strategies to respond to violence should it occur.

F. Prevention of Violence

The Board supports the on-going presentation of training and educational programs for staff and students which are designed to minimize the threat of violence in the district and which facilitate appropriate responses to violent incidents when they occur.

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Legal References:	AP 238 – Code of Conduct AP 239 – Student Suspension The School Act British Columbia Workers Compensation Act
Monitoring Method:	<i>Board of Education / Superintendent</i>
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