



## AP 460 – VIOLENCE (EMPLOYEES)

### BACKGROUND

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Saskatoon Public Schools has, pursuant to Division 3 of the Saskatchewan Employment Act, 2013, and Section 37 of the Occupational Health and Safety Regulations, 1996 developed this administrative procedure to deal with violence against employees in the workplace. The Division recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow employees, students, parents of students or members of the public. The Division is committed to making every reasonable effort to identify the possible sources of violence to which its employees may be at risk and to implementing procedures to minimize or eliminate risks of violence. The Division is implementing this procedure to foster and maintain a safe environment for its employees. It is committed to ensuring that its employees are:

- aware of situations in which violence may occur;
- provided with skills training to help them recognize those situations which may give rise to violence and protect themselves in the event of a violent incident.

### DEFINITION

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Violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behavior that gives an employee reasonable cause to believe that he or she is at risk of injury.

### PROCEDURES

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1. Employees of the Division must follow the procedures outlined in this administrative procedure to reduce the risk of violence.
2. This procedure applies to all work sites in the division including schools, central office and the maintenance shop located on Avenue G, as well as any locations to which employees may be present for out-of-school activities.
3. Reports of incidents of violence against employees can be made directly to any of the following:
  - 3.1. The employee's direct supervisor,
  - 3.2. A designated Union or Association representative (if covered by a collective agreement),
  - 3.3. A member of Administrative Council (Superintendent, Deputy Director, Director).If the report is made to a person listed above, other than the Superintendent of Human Resources, the recipient of the report shall immediately provide the Superintendent of Human Resources or designate with the details of the incident(s) in writing (a report involving a member of Administrative Council shall be made directly to the Director).
4. Employees who work in the following circumstances could be at greater risk of being exposed to violent incidents:
  - 4.1. teachers and educational assistants in classrooms with students who demonstrate current and intense aggressive behaviors;



- 4.2. teachers and educational assistants who work with students who have medical conditions or psychological disorders which can increase the probability of those students demonstrating current and intense aggression.
  - 4.3. student services and special education consultants who work in classrooms with students who demonstrate current and intense aggression;
  - 4.4. school counsellors;
  - 4.5. staff who perform home visits;
  - 4.6. school-based employees who provide services to a student whose parent has a history of violence or who has previously threatened school staff;
  - 4.7. school-based administrators;
  - 4.8. employees working evening or night shifts.
5. In accordance with the Occupational Health and Safety Regulations, 1996, Section 37 (6), this procedure shall be reviewed, and where necessary, revised every three years and/or whenever there is a change of circumstances that may affect the health or safety of workers.
  6. All school-based employees and central office staff working directly with students, who (i) demonstrate current and intensive aggression or (ii) have medical conditions or psychological disorders which increase the probability of demonstrating current and intense aggression, shall be apprised by the Principal of the nature and history of the violent behavior prior to the employee's initial contact with the student and receive further training as relevant.

Except where the disclosure is prohibited by law, all available information shall be provided related to the risk of current and intense aggression from those students or from others who have a history of violent behavior and whom employees are likely to encounter in the course of their work.

7. Employees will have personal protective equipment made available when working directly with students who:
  - 7.1. demonstrate current and intense aggression, or
  - 7.2. have medical conditions or psychological disorders which increase the probability of demonstrating current and intense aggression. It is expected that employees wear personal protective equipment when working with students who demonstrate current and intense aggression.
8. Every employee who has been a victim of a violent incident shall report the incident verbally to their principal/supervisor. They will also complete a Incident Report Form and shall submit the form to the Superintendent of Human Resources or designate. This form can be found on the Human Resources portal. Once submitted, the form will be routed to the principal/supervisor and area superintendent.
9. If an employee believes that a student, fellow employee or visitor to a school or work site represents a danger to the safety of staff and/or the overall safety of the work site, the employee shall immediately notify an administrator or supervisor in that location. Should such a danger occur after hours, the employee should notify their supervisor as soon as possible, and the school administrator (if applicable) as soon as is practically possible. Incidents of violent behavior occurring on weekends or evenings could also include notification to the police.



10. Any employee who has been a victim of violence resulting in any physical injury will be given the opportunity, without loss of pay, to seek medical treatment. As well, post-incident counselling through the division's Employee and Family Assistance Program will be made available to the employee.
11. Employees seeking medical assistance or missing work as a result of a violent incident at work, must fill out a report of injury with the Workers' Compensation Board (with the exception of teachers on contract).
12. The division is committed to providing training for its employees in the following areas:
  - 12.1. recognition of potentially violent situations;
  - 12.2. procedures and work practices to minimize or prevent the risk of violence;
  - 12.3. appropriate responses to violent incidents and how to obtain assistance;
  - 12.4. procedures for documenting and reporting incidents.

Training programs will be offered to employees on an ongoing basis on topics of a violence-related nature. Where an employee attends such in-service sessions, the division will credit the employee's attendance as time at work, and the employee shall lose no pay or other benefits in respect of such attendance.

13. Reported cases of violence committed by employees shall be investigated by the Superintendent of Human Resources, or designate, in keeping with due process and the rights of the parties involved/affected.

Both the alleged offender (if an employee) and the victim of violence may be offered assistance through the Employee and Family Assistance Program and either one may be removed from the workplace on a temporary basis while the incident is being investigated. In cases where an external investigation is also involved, the division will continue its own investigation and co-operate with external authorities where required.

The process for investigation of an incident of violence is as follows:

- 13.1. Receipt of Report of Incident
  - 13.1.1. receive Incident Report Form;
  - 13.1.2. interview victim of incident reported;
  - 13.1.3. if necessary, interview others who may have witnessed the incident;
  - 13.1.4. make a decision to proceed (if not proceeding, a report will be prepared).
- 13.2. Investigation of Incident
  - 13.2.1. advise and interview the alleged offender (if an employee);
  - 13.2.2. interview, if necessary, other individuals;
  - 13.2.3. review files to determine if the alleged offender has been involved in any previous incidents of violence or other related behavior.
- 13.3. Conclusion of Investigation
  - 13.3.1. prepare a report indicating either:
    - the action and follow up necessary; or



- the fact that no further follow up is necessary.

#### 14. Action on Conclusion of Investigation

- 14.1. If the act of violence is found to have been committed by an employee, a letter will be placed in the offender's file with details of the discipline imposed (See Section 15).
- 14.2. If the act of violence has been committed by a student, appropriate disciplinary action will be taken in accordance with Administrative Procedure 355: Violence (Students).
- 14.3. If the act of violence has been committed by a parent or guardian of a student, the Division will take actions necessary to minimize the risk of another incident. This may include restricting the access of that parent or guardian to school property.
- 14.4. The Division may report the incident to the police.

15. At any step of the investigative process, the victim or the alleged offender (if an employee) may choose to be accompanied by a friend, union representative or association representative.

16. Following an investigation, appropriate discipline, if warranted, shall be applied in keeping with natural justice and due process. If an employee, such discipline may include verbal warning, written reprimand, transfer, suspension, and/or dismissal. The procedure for imposition of discipline shall be consistent with the provisions of any applicable collective agreement.

The victim and the offender shall be advised as to the disposition of the complaint.

#### 17. Prevention

##### 17.1. Present Employees

Principals shall annually advise school-based employees of these procedures.

Central Office managers and coordinators shall annually advise their respective employees of these procedures.

##### 17.2. New Employees

Human Resources shall advise new employees, as part of their orientation, of these procedures.

##### 17.3. Posting of Procedure

A copy of this procedure shall be posted on the division website that is accessible to all employees.

Reference: Section 175, [The Education Act](#)  
O.H.S.A – 14 Division 3 – Saskatchewan Employment Act, 2013  
Section 37, Occupational Health and Safety Regulations  
Local Authority Freedom of Information and Protection of Privacy Act 28(2)(1), 28(2)(n)  
Youth Criminal Justice Act  
[SPS Employee Incident Report](#)  
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