VIOLENCE INVESTIGATION PROCEDURE

INVESTIGATING VIOLENT INCIDENTS

1. The Violent Incident Report must be completed for all violent incidents, including situations where there is a reasonable expectation that the incident or threat may become violent in the future.
2. The supervisor will review all incidents that are reasonably expected to become violent. The current procedures will be reviewed, and additional steps may be taken to prevent future violence.
3. The supervisor will investigate all reported incidents of actual violence. Investigations may include Workplace Safety and Health representatives or necessary agencies if the incident is deemed serious in nature.
4. All Violent Incident Reports will be sent to the Superintendent/CEO and Student Services Achievement Coordinator. If supports are required, the Student Services Achievement Coordinator will be notified the day of the incident. Otherwise, the Student Services Achievement Coordinator will be reported to weekly.

HOW TO START THE INVESTIGATION

- It is important to try to obtain, if possible, the complainant's allegations in writing.
- This ensures that you are clear on what she/he is saying happened.
- Determine who should do the investigation.
- Prepare a list of people to interview and revise it as needed.
- Take steps to minimize potential contact between the complainant and the person alleged to have committed the harassment or violence until the issue is investigated and resolved.
- Prepare a general outline of what to ask each individual who will be interviewed.

CONDUCTING THE INTERVIEW OF THE COMPLAINANT

- Inform the complainant of the steps the Division will be taking in the investigation and confirm that the Swan Valley School Division takes the complaint seriously.
- Explain that the Swan Valley School Division will not permit any retaliation against the complainant and that if that occurs, she/he should let the Division know right away.
- Get the complainant to tell his/her story and ask for specific details.
- Some of the questions you will likely want to ask include:
    1. When did the incident or conduct occur? Where did it occur?
    2. What was said/done?
    3. Were there previous incidents or similar behavior toward this complainant another employee?
    4. What did the complainant say or do to indicate to the person alleged to committed harassment or violence that the conduct was unwelcome?
    5. Did the complainant tell any other workers about what happened?
    6. Did the complainant make any notes about what happened?
    7. Were there any witnesses and if so, who?

INTERVIEWING THE PERSON ALLEGED TO HAVE COMMITTED HARASSMENT OR VIOLENCE

- Explain the allegations in detail.
- Inform the person against whom the allegations were made of the steps the Swan Valley School Division will be taking in the investigation and confirm that the complaint will be taken seriously.
- Explain that the Swan Valley School Division will not permit any retaliation against the complainant and that if there are attempts to do so, there will be disciplinary action.
- Ask the person alleged of harassment or violence to reply to the allegations, preferably in writing.
- Determine the nature of the relationship between the complainant and the person against whom the allegations are made (ex: dating, sexual, social, working).
- Determine whether the complainant ever complained about any of the alleged actions and how the person alleged of harassment responded.
- Ask for names of all witnesses the person alleged to have committed harassment or violence thinks should be interviewed as part of the investigation.

Conducting Witness Interviews

- Interview all witnesses identified by the complainant and alleged harasser to ensure the appearance of an unbiased investigation.

  Explain:

  - Why the interview is taking place
  - How the information may be used
  - Importance of complete and accurate facts
  - Importance of the names of all possible witnesses
  - The swan valley school division’s position on retaliation

- Take detailed notes, including:
  - Name of witness
  - Date and time of interview who was present questions asked
  - What witness said
  - Ask the witnesses to explain what they might have seen or heard. Get the details:
    - ✓ What, when and where did it happen?
    - ✓ Who was present?
    - ✓ Who did and said what to whom?
    - ✓ Was the incident an isolated event or part of a pattern?

CONCLUDING THE INVESTIGATION

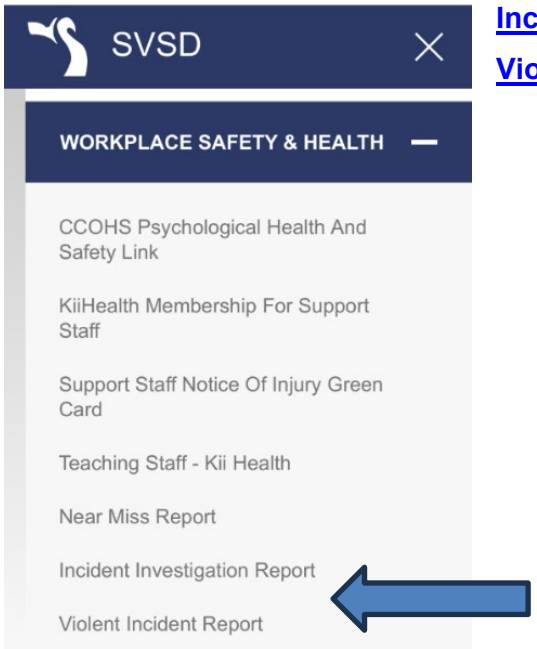
- The investigator should prepare a report of the investigation and determine whether the complainant's allegations were proven.
- If the report finds that harassment or violence has taken place, the employer should determine reasonable steps to be taken to end the harassment or violence and prevent a repeat.
- The employer must meet separately with the complainant and the person who has been alleged of harassment or violence to explain the investigation process, conclusions and any disciplinary action taken or other steps put in place to stop and avoid a repeat of the offensive conduct. If the results of the investigation are inconclusive, the employer should explain that the investigation was unable to determine the events that occurred and that the Division will monitor the situation to ensure no further offensive conduct occurs.

WORKPLACE SUMMARY REPORT

This report is sent to the Workplace Safety and Health Co-Chairs and Officer by the Student Services Achievement Coordinator before each committee meeting to be included in the agenda. The summary will include:

1. Number of Incidences
   a) Physical
   b) Verbal
   c) Physical (requiring medical attention)
   d) Physical (resulting in loss of work/time)
2. Number of times NVCI teams physically retrained

The forms can be found on the SVSD website under the Workplace Safety and Health tab:



Incident Investigation Report

Violent Incident Report

VIOLENT INCIDENT REPORT FORM

1. GENERAL INFORMATION	*Completed by teacher/staff member*
Date of Incident: No. of Incidents:	Time: a.m.☐ p.m.☐
Reporting Staff Member:	Job Title: School Building:

2. INFORMATION ABOUT OFFENDER	*Completed by teacher/staff member*
Student Name:	**Other** ***(specify name)***

Location of incident *(please specify exact location)*:

____classroom ____playground ____halls ____school bus ____other*(details)*

____recess ____before school ____noon ____after school

Type of assault:	Verbal ☐	Physical ☐	Near miss ☐

3. DETAILED DESCRIPTION OF INCIDENT	*Completed by teacher/staff member*

Name of Supervisor notified:			
Police involvement?	None ☐	Consultation ☐	Direct ☐
WSH School Rep consulted?	Yes ☐	No ☐	
Was a physician consulted?	Yes ☐	No ☐	
Medical treatment*(describe)*:			
Payroll/Benefits notified within 3 days?	Yes ☐	No ☐	
Did an investigation by the principal occur?	Yes ☐	No ☐	
Superintendent notified?	Yes ☐	No ☐	

4. IMMEDIATE ACTION TAKEN BY EMPLOYER/PRINCIPAL	*Completed by Principal*

Revised: August 2026

VIOLENT INCIDENT REPORT FORM

5. DIRECT & INDIRECT CAUSES *(attach pictures/graphs, etc.)* — *Completed by Principal*
➢ What was the antecedent that led to this incident?
➢ What was the function of the behaviour? ___attention ___task avoidance ___other*(please explain)*
6. CONTROL MEASURES — *Completed by Principal*
➢ What are we as a team going to do differently next time? *(please explain)*
➢ Implementation of New Measures establish proactive/reactive measures *(including when and how to remove a student)* different room arrangement ___ Student Services consult *(Consult counselor, OT, SS, psychologist, etc.)* ___ other*(please explain)* Behavior Plan WEVAS, NVCI, etc. ___ protective clothing/equipment

Staff Member Signature:	Date:
Principal Signature:	Date:

Completed Document - Principal Checklist ✓
✓ 1. Ensure ALL staff members are safe.
✓ 2. Confirm *Teacher/Staff Member* information portion is complete – along with all other information.
✓ 3. Identify immediate action taken.
✓ 4. Ensure *Direct & Indirect Causes* are identified and recorded.
✓ 5. Debrief with employees and establish proactive measures to eliminate and control further violence.
✓ 6. Forward a hard copy of the completed form to the Student Services Achievement Co-Ordinator
✓ 7. A *Summary of Incidents* shall be forwarded by the SSAC to the WSH Officer & co-chairs before each WSH Divisional meeting.

Revised: August 2026