

---

## **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 CEO / Superintendent or designate and may be reviewed with the Workplace Safety and Health Committee.

### **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:

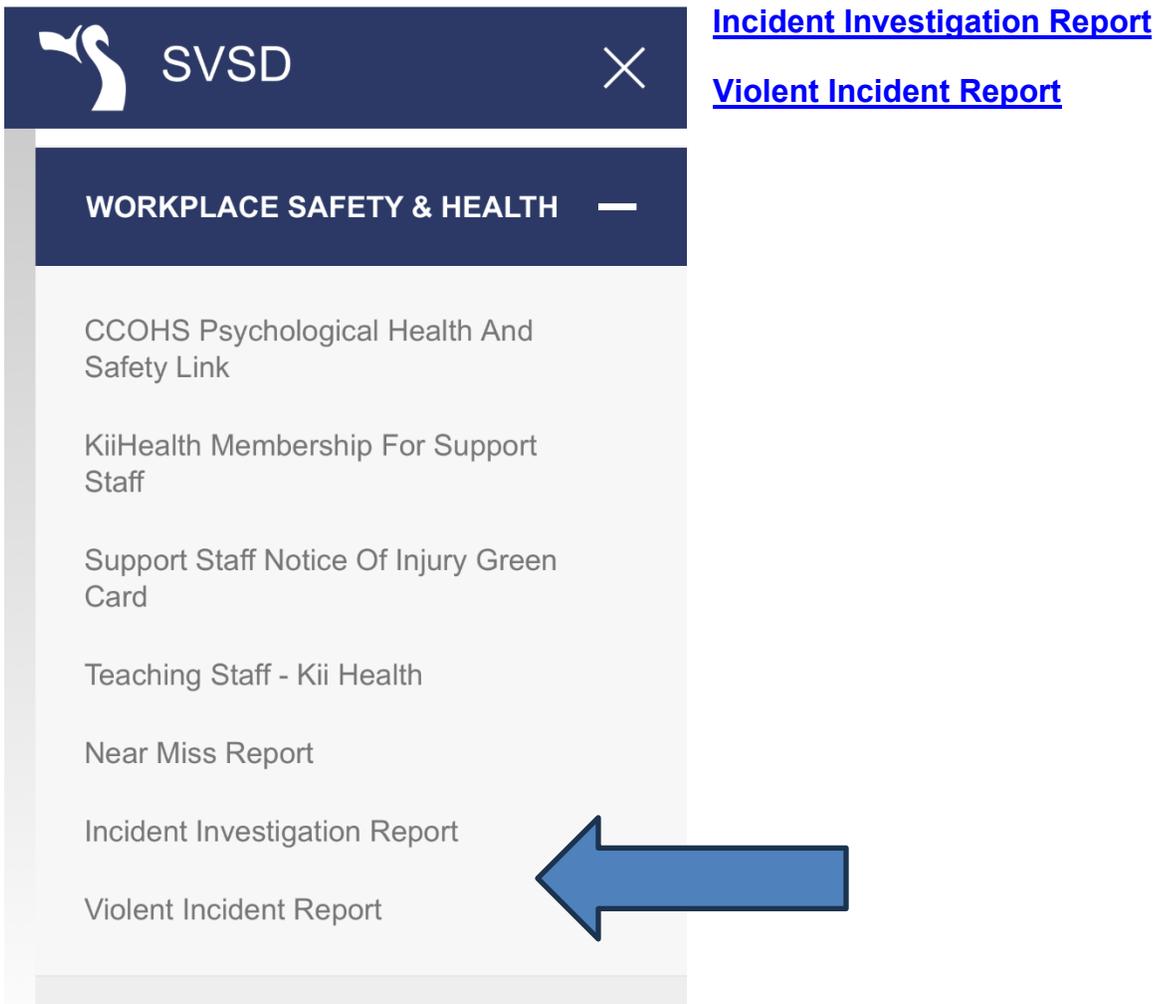
- why the interview is taking place
- how the information may be used
- importance of complete and accurate facts
- importance of the names of all possible witnesses
- the Swan Valley School Division's position on retaliation
- Take detailed notes, including:
  - name of witness
  - date and time of 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.

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



The screenshot shows the SVSD website interface. At the top left is the SVSD logo and name. Below it is a dark blue navigation bar with the text "WORKPLACE SAFETY & HEALTH" and a minus sign. A dropdown menu is open, listing several options: "CCOHS Psychological Health And Safety Link", "KiiHealth Membership For Support Staff", "Support Staff Notice Of Injury Green Card", "Teaching Staff - Kii Health", "Near Miss Report", "Incident Investigation Report", and "Violent Incident Report". A large blue arrow points from the right towards the "Incident Investigation Report" and "Violent Incident Report" options. To the right of the screenshot, the text "[Incident Investigation Report](#)" and "[Violent Incident Report](#)" is displayed in blue, underlined font.

## VIOLENT INCIDENT REPORT FORM



<b>1. GENERAL INFORMATION</b>		<i>Completed by teacher/staff member</i>	
Date(s) of Incident:		Time(s): a.m./p.m.	
No. of Incidents:			
Reporting Staff Member:		Job Title:	
		School/Building:	
Location of incident <i>(please specify exact location)</i> :			
<input type="checkbox"/> classroom <input type="checkbox"/> playground <input type="checkbox"/> halls <input type="checkbox"/> school bus <input type="checkbox"/> other <i>(details)</i> <input type="checkbox"/> recess <input type="checkbox"/> before school <input type="checkbox"/> noon <input type="checkbox"/> after school			
Type of assault:		Verbal <input type="checkbox"/> Physical <input type="checkbox"/> Near miss <input type="checkbox"/>	
<b>2. INFORMATION ABOUT OFFENDER</b>		<i>Completed by teacher/staff member</i>	
<input type="checkbox"/> Name:		<input type="checkbox"/> Other <i>(specify name:)</i>	
<b>3. DETAILED DESCRIPTION OF INCIDENT(S)</b>		<i>Completed by teacher/staff member</i>	
Name of Supervisor notified:			
Police involvement?		None <input type="checkbox"/> Consultation <input type="checkbox"/> Direct <input type="checkbox"/>	
WSH School Rep consulted?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was a physician consulted?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Medical treatment <i>(describe)</i> :			
Payroll/Benefits notified <i>within 3 days?</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did an investigation by the Principal occur?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Superintendent notified?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>4. IMMEDIATE ACTION TAKEN BY EMPLOYER/PRINCIPAL</b>		<i>Completed by Principal</i>	

# VIOLENT INCIDENT REPORT FORM



<b>5. DIRECT &amp; INDIRECT CAUSES</b>									
<i>(attach pictures/graphs etc.)</i>									
<i>Completed by Principal</i>									
<p>➤ What was the antecedent that led up to this incident?</p>   									
<p>➤ What was the function of the behavior?</p> <p style="padding-left: 40px;"> <input type="checkbox"/> attention    <input type="checkbox"/> task avoidance    <input type="checkbox"/> other <i>(please explain)</i> </p>									
<b>6. CONTROL MEASURES</b>									
<i>Completed by Principal</i>									
<p>➤ What are we as a team going to do differently next time? <i>(please explain)</i></p>   									
<p>➤ Implementation of New Measures</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> establish proactive/reactive measures <i>(including when and how to remove a student)</i> </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Behavior Plan         </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> different room arrangement         </td> <td style="vertical-align: top;"> <input type="checkbox"/> WEVAS, NVCL, etc         </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Student Services consult <i>(Consult counselor, OT, SS, psychologist, etc.)</i> </td> <td style="vertical-align: top;"> <input type="checkbox"/> protective clothing/equipment         </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> other <i>(please explain)</i> </td> <td></td> </tr> </table>		<input type="checkbox"/> establish proactive/reactive measures <i>(including when and how to remove a student)</i>	<input type="checkbox"/> Behavior Plan	<input type="checkbox"/> different room arrangement	<input type="checkbox"/> WEVAS, NVCL, etc	<input type="checkbox"/> Student Services consult <i>(Consult counselor, OT, SS, psychologist, etc.)</i>	<input type="checkbox"/> protective clothing/equipment	<input type="checkbox"/> other <i>(please explain)</i>	
<input type="checkbox"/> establish proactive/reactive measures <i>(including when and how to remove a student)</i>	<input type="checkbox"/> Behavior Plan								
<input type="checkbox"/> different room arrangement	<input type="checkbox"/> WEVAS, NVCL, etc								
<input type="checkbox"/> Student Services consult <i>(Consult counselor, OT, SS, psychologist, etc.)</i>	<input type="checkbox"/> protective clothing/equipment								
<input type="checkbox"/> other <i>(please explain)</i>									
Staff Member Signature:	Date:								
Principal Signature:	Date:								

<b>Completed Document - Principal Checklist</b> ✓
✓ 1. Ensure ALL staff members are safe.
✓ 2. Confirm <i>Teacher/Staff Member</i> information portion is complete – along with all other information.
✓ 3. Identify immediate action taken.
✓ 4. Ensure <i>Direct &amp; Indirect Causes</i> are identified and recorded.
✓ 5. Debrief with employee and establish proactive measures to eliminate and control further violence.
✓ 6. Forward a hard copy of completed form to the Workplace Safety & Health Officer.