

Violence Prevention

Administrative Procedure

The Swan Valley School Division is committed to providing a safe working and learning environment for all staff and students. The SVSD Board, Management and Supervisors will make every effort to identify potential sources of violence and implement procedures to eliminate or reduce the risk of violence.

The Swan Valley School has developed programs and procedures to control the risk of violence, and what procedures to follow should a violent incident occur.

Violence is defined as the attempted or actual exercise of force against a person and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person. Examples of violent behavior includes threats, gestures, thrown objects, and assault.

Supervisor Responsibilities

- Identify risks of violence so far as is reasonably practical.
- Implement procedures to eliminate or reduce risks of violence.
- ***Investigate all reports of violence, identify and follow through with corrective actions***
- Notify employees of the risks of violence in their workplace including a persons' history of known violent behavior.
- Management will ensure that minimal information regarding a violent incident is disclosed, only when needed; if necessary to investigate the complaint, required for corrective action or required by law.

Employee Responsibilities

- Employees are responsible for working together in a professional matter.
- Employees will resolve all matters in a non-violent manner.
- Report all threats of violence immediately to their supervisor.
- Report incidents of violence immediately to your supervisor so it can be addressed.
- Cooperate in a violent incident investigation.
- Ensure all matters pertaining to a violent incident remain confidential.

All employees have the right to work in a violence free workplace.

All school sites pose some level of risk of violent incidents. Buzzer systems have been installed in all schools to control entry of all visitors into the school. A sign-in system has successfully been implemented into each school to ensure supervisors are aware of all visitors in the school, and why they are there -- including contractors.

Staff responsible for students with a history of violent behavior have the right to know and must be informed. Management will work with staff and community supports where practical to identify possible measures to eliminate violent behavior, if that is not possible, measures to reduce the risk of violent behavior will be implemented.

Training

All employees will review the Violence Prevention Policy, supporting programs and procedures during new worker orientation's, including school specific procedures during each on-site orientation.

Returning staff members will review the Violence Prevention Policy annually at a staff meeting.

Designated staff within each school and a goal of all support staff will be trained for Non-Violent Crisis Intervention Training.

Student Supporting Programs and Procedures

- *Violent Threat Risk Assessment (VTRA) & VTRA Team*

Violent Threat Risk Assessment (VTRA) Teams are present at each school to respond to student threats or high-risk behaviors.

https://media.svsd.ca/docs/bca10eab-9cf9-44ee-99ce-5ffffe869803_212-violent_threat_risk_assessment.pdf

- *Restitution*
- *Co-Regulation Rooms*
- *Trauma Informed Practice*
- *Sources of Strength*

Staff Supporting Programs & Procedures

- *Student Specific Plans and Behavior Intervention Plans*
- *School Specific Emergency Preparedness Plan*

Each school's Emergency Preparedness Plan implements a Crisis Management Team who determines what procedures to fall into should an emergency occur. Procedures prepared include lockdowns, hold and secure, shelter in place, and evacuation. School Emergency Preparedness Plans are reviewed annually prior to October 31 of the school year.

- *Safe Work Procedures*
 - [e97eb7e5-2007-47ca-b760-67748aff73a9_127-use_of_physical_restraint.pdf \(svsd.ca\)](#)
 - [guidelines_for_the_use_of_physical_restraint.a70acc3159.pdf \(svsd.ca\)](#)
 - [use-of-seclusion-admin-procedure-fillable.95b4863158.pdf \(svsd.ca\)](#)

Violent Incident Reports and Investigations

1. Employee will request support from their supervisor or principal immediately should a violent incident occur.
2. All violent incidents must be reported as soon as possible.
3. A violent incident investigation will be initiated by your supervisor within 24 hours. A WSH committee member may assist in the investigation.
4. Supervisor will investigate all reported incidents of violence determine corrective actions, communicate the corrective actions with the affected persons.
5. The affected person will review the incident investigation with their supervisor.

Violence Reporting Procedure

Recommendations resulting from violent incident investigations may be reviewed with the Workplace Safety and Health Committee to follow through with implementing controls to eliminate or reduce future related incidents.

If an employee is injured or time loss occurs as a result of a violent incident, SVSD encourages the employee to visit their healthcare provider for treatment and or recommendations for post incident counselling. Injury reporting procedures must be followed to ensure an employers' report is filed with the Workers Compensation Board of Manitoba.

The Swan Valley School Division provides the Employee Family Assistance Program to all support staff at no cost.

While Swan Valley School Divisions' Violence in the Workplace Policy is developed in accordance with Manitoba Workplace Safety and Health Act and Legislation -- it is not intended to discourage employees or any other persons from exercising any other legal rights.

The name of the complainant or the circumstances of the incident will not be released to anyone unless it is necessary to investigate the complaint, take corrective action or is required by law.