



Administration Submission Checklist

Violence Prevention Program

All GVSD team members working together is critical in creating a welcoming, flexible, accessible and responsive learning opportunities that adapt to the changing and diverse needs of each student. The Violence Prevention and Worker Safety Plan is designed to help workers ensure a safe workplace, including a statutory requirement to report unsafe work conditions. It should be noted that the Violence does not apply to incidents of violence between employees. Incidents between employees must be reported to the impacted workers’ Principal/Vice-Principal or Supervisor. For more detailed information, please click on the [link](#) to the Violence Prevention Program Manual.

There are two ways to submit VPP forms:

1. **Online Submissions** - the District is accepting online submissions through the Violent Incident Tracker located on the Staff Portal under the [Violence Prevention Program](#). It should be noted that the submission will immediately notify all stakeholders of a new document to review. This will make it unnecessary to copy Associate Superintendents and others.

2. **Paper Submissions** - Download and complete forms from the [Violence Prevention Program site](#). Then please scan and email to Deputy/Associate Superintendent, OH&S Advisor – Melissa Pledger, and InclusivelearningVPP@sd61.bc.ca

STORAGE OF DOCUMENTS at School Site:

Binder 1	Worker’s Statement of Incident (Form 1) Violence Risk Assessment (VRA) & Assessed Risk Level (baseline) (Form 2)	Keep together in one binder by student’s name or other, in a secure location in the P/VP/Manager’s office. Form 1 - Copy to Worker & JOHS Committee (redacted format, no student or worker) Form 2 – Copy to Worker & JOHS Committee – (in redacted format)
Binder 2	Worker Safety Plan (Form 3)	Keep in the main office by student’s name or other along with a sign-off sheet for all workers. Form 3 - Copy to Worker & JOHS Committee – (in redacted format)
Binder 3	Threat Synopsis (Form 4)	Keep in the main office labelled <u>Threat Synopses</u> by student’s or other individual’s name. If possible, a photograph of the aggressor should be posted on the Threat Synopsis. Form 4 – Copy to Student & JOHS Committee – (in redacted format)
Binder 4	Archive	Store documents from previous school years in a year by year structure alphabetized by student last name (e.g. 21/22 – Doe, Jan) and keep in the Administration Office)

Phase 1: Recognize



STEPS:

1. **Know Students' Baseline Behaviour.**
2. **Recognize That a Change in behaviour is a Warning Sign.**

In order to recognize when a person is escalating, workers need to have a good understanding of that person's baseline behaviour. This is especially true when the person is one of our students.

Please click the [link to the VPP manual](#) and go to p. 27 for a list of some example behaviours that express a potential change in baseline.

Recognize the precursors to incidents of violence. A previous violent incident is not required to initiate a Violence Risk Assessment, Worker Safety Plan and/ or Threat Synopsis. By recognizing the precursors to a potential risk of a violent incident and assessing/investigating the precursors helps to prevent incidents of violence and mitigate risk.

The aggressor is defined as a student, parent of a student, or a member of the public who has had an impact on a worker of the District.



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Phase 2: Report

- STEPS:**
- 1. First Aid.**
 - 2. Complete Worker’s Statement of Incident (Form 1) (If yes, go to Form 6A – Worker Plan and complete).**
 - 3. Determine if Protocol Progresses to Assess and Investigate (Phase 3).**

All workers or those witnessing a violent incident, or who are concerned about the risk of violence, have the right to report it to their Supervisor.

The worker or witness can submit a Worker’s Statement of Incident (Form 1) online under the staff portal button. They can also report violence or perceived risk of violence using other acceptable written formats that notify the management of a problem (email to supervisor, notification to District OHS Advisor, WorkSafe BC Form 6A). Every worker has the right to submit WorkSafe BC claims for injuries at work. In order to prevent incidents of violence and reduce the risk of serious harm, a worker may report a perceived risk of violence and request that a preventative plan is put in place. For example, student-to-student violent incidents may indicate a risk of student-to-worker violent incidents.

Worker’s Statement of Incident (Form 1)

Criteria for Form 1 completion:

Completion of the Form 1 is required when a worker is the recipient of a violent act, which may include:

- Attempts of physical aggression as to cause injury.
- Acts of physical force.
- Threatening statement or behaviour which gives a reasonable cause for injury including psychological incidents.
- In the event, that any of the aforementioned acts occur offsite with a direct correlation to the workplace (out of context).

Process:

- The worker who is the recipient of a violent act must report to their Principal/Vice-Principal or Manager and complete the Form 1.
- More than one worker involved can result in multiple Form 1s being completed.
- Follow-up check-ins/debrief should take place following an incident and gauging the impact of the incident the VPP process should be adhered to.

Phase 3: Assess and Investigate



STEPS:

1. Complete Violence Risk Assessment (Form 2, Section A, Section B, Section C).

Violence Risk Assessment (VRA) & Assessed Risk Level (baseline) (Form 2)

Criteria for Form 2 Violence Risk Assessment completion:

Completion of the Form 2 is required when:

- In the worker's perception of the incident, they feel further action is needed to mitigate future incidents.
- The behaviour displayed is:
 - beyond that of baseline (previously recorded).
 - a new behavior.
 - requires revisions to the existing Worker Safety Plan (Form 3) to mitigate risk to workers.
- The incident has the potential to result in a serious incident to a worker as per WCA Part 3, Division 10 (172) referenced in the appendix of the VPP Manual.
- **The worker seeks medical aid or misses time from work due to the incident.**

Process:

Form 2 is completed by the P/VP/Manager within 48 hours on the VPP application and:

- If available, the worker involved in the incident and the JOHS Worker Rep should participate in the completion of Form 2.
- If the JOHS Worker Rep is not available, they will review and sign at a later date or during the next JOHS meeting.
- In some cases, District OHS or District Team will initiate further investigations based on multiple factors.

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Phase 4: Plan and Implement



STEPS:

1. **Develop Worker Safety Plan (Form 3).**
2. **Complete the Threat Synopsis (Form 4).**

Worker Safety Plan (Form 3)

Criteria for Form 3 Worker Safety Plan (Form 3) completion:

The Worker Safety Plan is developed either following known incidents of violence towards workers or based on known documented past behaviour indicating the potential for violence towards workers.

Process:

The purpose of the Form 3 is to ensure workers know what actions to take to prevent future violent incidents.

Completion:

- The Form 3 is completed by the P/VP/Manager with the JOHS Worker Rep and the Worker who works with the student.

Reviewing the Form 3:

- Before starting a shift or immediately after a revision, the Form 3 needs to be reviewed by all workers with direct contact with the aggressor ie: student, parent or member of the public.
- Administration to notify workers of the existence of a Form 3 or changes to an existing Form 3 through direct notification or email and direct workers to view Form3 in the main office in the binder labelled Form 3 – Worker Safety Plan (Form 3s are not to be forwarded via email to workers).

Communication:

- Development of or revisions to a Form 3 for a specific student must be communicated to workers (including itinerants and support staff) that work directly with the students.

- Development of or revisions to a Form 3 for a student's parent or a member of the public must be communicated to workers (including itinerants and support staff) directly who may come in contact with said individual.

□ **Form 4 – Threat Synopsis (Form 4)**

Criteria for the Form 4 Threat Synopsis completion:

A threat synopsis is completed for students, parents or members of the public that are known to be or could be violent and/or threatening. The purpose is to provide an overview for workers assigned to the site on a regular or occasional basis who may be in contact with or working near the aggressor. The synopsis describes the specific threat associated with this individual and corrective actions that should be taken to protect against violent acts.

Process:

Completion:

- A Threat Synopsis (Form 4) is completed by the P/VP/Manager.

Communication:

- Development of or revisions to a Form 4 must be communicated to all site-based workers and itinerants.
- Administration to notify workers of the existence of a Form 4 or changes to an existing Form 4 at a staff meeting and/or through email and direct workers to view Form 4 in Threat Synopsis binder in office (Form 4s are not to be forwarded via email to workers).



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Phase 5: Communicate and Share



STEPS:

1. **Communication of Worker Safety Plan/Threat Synopsis.**
2. **Ongoing Regular School Communications.**

Communication of Worker Safety Plan/Threat Synopsis.

Communication about safety should be a key part of our ongoing discussions as educators. District OHS Advisor is available to discuss safety with all staff at any time by phone or email. Ensure that the affected worker has adequate time to review the worker Safety Plan and/or Threat synopsis. In addition, ensure the plans are on the agenda of the next Joint Occupational Health & Safety Committee meeting, student-centric meeting (IEP and/or meeting to discuss support.

The Threat Synopses are to be stored for accessibility in the school office.

Ongoing Regular School Communications.

Provide redacted copies of Form 1 as an agenda item for every Joint Occupational Health and Safety Committee, and where appropriate, school-based team meetings.

Phase 6: Monitor and Adjust



STEPS:

1. Review the Worker Safety Plan.

Review the Worker Safety Plan.

The Worker Safety Plan should be reviewed at the beginning of the school, periodically when a new behaviour is observed or the current plan is found to be ineffective, and at the close of the school year to determine which aspects of the plan are to remain.

If the review determines that a plan is no longer needed/warranted, it can be closed and, if for a student, a note placed in the student's file. If the student moves, the Principal must forward on a current, unsigned copy of the Worker Safety Plan and/or applicable Student Support Plan to a school that is at risk of violent acts from a student, parent or other members of the public. For more detailed instructions, please refer to the VPP Manual, p.37-38.