



Violence Prevention Program Administration Submission Checklist

The Prevention and Mitigation of Violence program is designed to ensure a safe workplace. This includes reporting, assessment of risk and creation of strategies to eliminate or mitigate the risk of violence presented by members of the public, parents and students. 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.

Once safe to do so, incidents of violence must be reported immediately to your supervisor and followed up with an online submission through the staff portal on the district homepage under Health, Safety and Wellbeing. This online reporting ensures broader communication and supports next step actions including risk assessment, worker safety plan creation and more as appropriate.

STORAGE OF DOCUMENTS :

Binder 1	Worker's Statement of Incident (Form 1) Violence Risk Assessment (VRA) & Assessed Risk Level (baseline) (Form 2)	Kept online and accessed through the VPP Administration link staff: Staff Portal/Health Safety Wellbeing/ VPP Administration 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. Also online for updating and data collection. Form 3 - Copy to Worker & JOHS Committee
Binder 3	Threat Synopsis (Form 4)	Keep in the main office labeled "Threat Synopses" 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 JOHS Committee
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 behavior 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.

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.



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Phase 2: Report



STEPS:

1. **First Aid.**
2. **Complete Worker’s Statement of Incident (Form 1)**
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, will 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 will submit WorkSafe BC documentation 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 be 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 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 actions to take to prevent future incidents and is a living document updated as mitigations are learned and developed.

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.