

Supporting Students



Please scan the QR codes
for more information
about supporting students
and Worker Safety.

Keeping Workers Safe



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When a student displays behavior(s) of concern that have not been supported by classroom level interventions, further planning is necessary. Through information gathering, a Student Support Plan should be developed through School-Based Team (SBT). If interventions and supports are not successful, SBT may request consultation and/or planning or programming support through the Request for District Collaborative Support Referral App.

Information Gathering: Home-school communication and school-based data collection

Through school-based data collection and home-school communication, it is important to gather information about a change in a student's baseline behaviour. SBTs look for patterns to determine appropriate programming and supports.

Student Support Plan Created with the school team, student and family

Student behaviours are described at baseline and at different levels of escalation with corresponding staff responses outlined at each level. This Student Support Plan gives detailed information about how to respond consistently to student behaviour and also outlines the team approach.

Debriefing: Student and Team

Following an incident, plan to debrief with both student and team as needed. Determine appropriate family communication and determine re-entry plan with student if needed. Make adjustments to both Student Support Plans and Worker Safety Plans as needed.

Other Supports

- Enhanced CPI Training (SBT through Referral App)
- Functional Behaviour Assessments (SBT through Referral App)
- Personal Protective Equipment (through HR)

Refusing Unsafe Work

- If you have reasonable cause to believe that performing a work process or using a tool or machine puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and to remedy the situation.
- As a worker, you may not be disciplined or penalized for following these steps. Your employer or supervisor may temporarily assign a new task to you, at no loss in pay.

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FORM 1

Worker's Statement of Incident

The worker who is the recipient of a violent act or is impacted by witnessing a violent act must complete **"Incident of Violence - Form 1"** through the online application. Follow-up check-ins/debrief should take place following an incident with the worker by Administration as soon as reasonable

Notify: Administrator(s), H&S Rep, First Aid Attendant if needed.

FORM 2

Violence Risk Assessment

Form 2 is required when:

- In the worker's perception of the incident, they feel further action is needed to mitigate future risk of incidents.
- The worker seeks medical aid or misses time from work due to the incident.
- 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.

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FORM 3

Worker Safety Plan

- is created following known incidents of violence.
- is a living document updated whenever new behavioural indicators are discovered.
- is to guide workers in prevention strategies and to aid in avoiding future violent incidents.

Completed by the P/VP/Supervisor with input from the SBT, workers with needed knowledge, SD 61 HR Department.

Form 3 addresses what a worker including itinerants and support staff can do to mitigate the risk of injury from the known aggressor's past behaviours.

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FORM 4

Threat Synopsis

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 to those outside of workers normal circle of contact.

A Threat Synopsis (Form 4) is completed by the P/VP/Supervisor. The development of or revisions to a Form 4 must be communicated, documented and made available to all site-based workers and itinerants.