

ADMINISTRATIVE REGULATIONS

TITLE: RESPONDING TO A THREAT OR POTENTIAL VIOLENT BEHAVIOUR
CATEGORY: HEALTH AND SAFETY
NUMBER: 3180

I. Rationale

This protocol is designed to guide school personnel in responding effectively to threatening behaviour in their site/building (those who threaten to harm staff and/or other students). School district staff are trained in Violent Threat Risk Assessment (VTRA) protocols which guide our response to threat-making behaviour.

II. Definition of “violence”

- a. Worksafe BC defines violence as: “The attempted or actual exercise by a person, other than a worker, or any physical force so as to cause injury to an employee, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.” ([WorkSafeBC Regulation Part 4 Section 27](#))

III. Prevention: Student

- a. Principals and appropriate members of staff shall strive to ensure that all students receive instruction that promotes prevention education, responsible decision-making, positive self-esteem and overall good emotional health.
- b. Principals and appropriate members of staff shall remain aware of current knowledge and techniques related to threat-making behaviour appropriate to their level of involvement.
- c. Principals and appropriate members of staff shall be aware of the *VTRA Protocol Guide*.
- d. Students and guardians/families shall be made aware of available counseling services and other support services within and outside of the school where possible.
- e. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the administrator, help to develop a positive peer influence in the area prevention of child and youth threat-making behaviour.
- f. Inclusion Support Services will facilitate annual review of district protocols and procedures to respond to threat-making behaviour.
- g. Inclusion Support Services will facilitate in bi-annual training of protocols and procedures to respond to threat-making behaviour for school district employees and their partner agencies as per the *Maintaining School Safety: A Guide for School & Police*.

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IV. Reporting Procedure: Threat to staff member arising from another adult

- a. Staff who have been threatened will report the incident as soon as possible to their supervisor or principal.
- b. Staff who have been threatened will complete the *Threat/Violent Incident Reporting Form* and will submit to site supervisor/principal and their site-based Health and Safety CUPE/SCTA member. The principal will contact the Human Resources department and initiate an investigation.
- c. consultation with the Human Resources Department, the principal or supervisor will develop a plan to assess and address the threat.
- d. If the threat occurs outside of school hours, and is directly related to the employee's work, and the threat is clear, direct and plausible, the employee should contact the RCMP directly and then report the threat to their supervisor or principal at the earliest reasonable opportunity.

V. Assessment and Intervention: Threat from a student

- a. When there is a concern regarding a threat from a student, qualified and trained personnel in consultation with the VTRA team will initiate a Threat Assessment (see *VTRA Protocol Guide*).
- b. In making decisions about threat assessment procedures, the administrator shall be guided by the concept of "in loco parentis" (reasonable parent) and shall consider what is best for the individual student as well as the health, safety and wellbeing of other students and staff members. The administrator will do this in consultation with the VTRA team.
- c. School staff involved with the student will connect the student and their parent/guardian to available inter-ministerial support services and other supports outside of the school, as identified by the *VTRA Protocol Guide*.
- d. If a student or staff's life is in danger, the usual rules of confidentiality must be broken and the legal guardian must be informed. However, if informing the legal guardian is perceived to increase the level of risk to the youth, the Ministry of Children and Family Development must be notified immediately as per the *Maintaining School Safety: A Guide for School & Police*.

VI. Threat-Making Behaviour Intervention Procedure

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- a. If a concern arises regarding the threat-making behaviors of a child or youth the principal will be informed as soon as possible. Time shall be of the essence and priority given to expedite interventions and assistance. The principal or supervisor will consult with their school VTRA team in determining these interventions and assistance measures.
- b. The principal will consult with the Director of Instruction for Inclusion Support Services to facilitate the initiation of a threat-making assessment by two individuals qualified to conduct a Threat Assessment as soon as possible. This will include a minimum of one individual from the district team to support building staff.
- c. Qualified examiners will conduct the Threat Assessment (see *VTRA Protocol Guide*), and report back to the principal and school VTRA team

VII. VTRA Assessment Report:

- a. The qualified examiner will file the threat assessment summary report (*VTRA Threat/Risk Assessment Report Form*) of the incident with Inclusion Support Services and will place a confidential “Notification of Risk Assessment” form in student file.
- b. Director of Instruction for Inclusion Support Services will seal the assessment tool/data in an envelope and initial the seal, and date the envelope. The envelope will remain in the office in a locked safe until the student graduates or moves to another school district. Copies may be forwarded to RCMP and MCFD (as per the *Maintaining School Safety: A Guide for School & Police*).

VIII. Safety Plans Arising from VTRA:

- a. The principal shall inform staff and students, where appropriate, of the response plan in a timely manner (see *Threat/Violent Incident Reporting Form*). Every effort shall be made to also inform replacement/on call staff, when appropriate, of the response plan as well. If a student safety plan is to be developed this will be made available to all staff who may have contact with the student.

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References: Community VTRA Protocol Guide:

https://www2.gov.bc.ca/assets/gov/erase/documents/vtra_protocolguide.pdf?bcgovt

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Maintaining School Safety: A Guide for School and Police:

https://www2.gov.bc.ca/assets/gov/erase/documents/maintaining-school-safety-guide.pdf?bcgovtm=20191119_EDUC_AM_ERASE_2_ADW_BCGOV_EN_BC_TEXT

Community VTRA Protocol Guide

https://www2.gov.bc.ca/assets/gov/erase/documents/vtra_protocolguide.pdf

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