

ADMINISTRATIVE REGULATIONS

TITLE: RESPONDING TO A THREAT OR POTENTIAL VIOLENT BEHAVIOUR
CATEGORY: ADMINISTRATION
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). Protocols clarify for school personnel their role in threat assessment and crisis intervention and lessen the burden on individual school employees.

II. Definition of “violence”

“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

- A. Principals and teachers 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 teachers shall remain aware of current knowledge and techniques related to threat making behaviour appropriate to their level of involvement.
- C. Principals and teachers shall remain aware of the *VTRA Protocol Guide*.
- D. Students and parents shall be made aware of available counseling services and other support services within & outside of the school.
- 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. District Student Support Services will facilitate annual review of district protocols and procedures to respond to threat-making behaviour.
- G. District Student 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*.

IV. Reporting

- A. Individuals who have been threatened will report the incident as soon as possible to their supervisor or principal.
- B. Individuals 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

ADMINISTRATIVE REGULATIONS

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member. The principal will initiate an investigation.

C. The principal or supervisor will develop a plan to assess and address the threat, and when the plan is completed, fill in section 8 of the *Threat/Violent Incident Reporting Form* and forward to the Director of Instruction for Human Resources, who will forward to the appropriate and necessary personnel.

D. If the threat occurs outside school hours then the employee should contact the RCMP and contact their supervisor or principal at the earliest time reasonably possible. The employee should follow up with the supervisor or principal the next morning or Monday morning or the next time the employee returns to work.

V. Intervention

A. When there is a concern regarding a threat from a student, qualified and trained personnel 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.

C. School staff involved with the student will connect the student and his/her parents to available counseling 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

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.

B. The principal will consult with the Director of Instruction of Student 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 may include individuals 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.

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- D. Qualified examiners in consultation with the school principal and another qualified examiner, if available, will **ASSESS** the level of risk as defined in the *VTRA Protocol Guide*.
- E. Qualified examiners in consultation with the school principal and another qualified examiner, if available, will **ACT** on information and observations by following the action identified in the *VTRA Protocol Guide* and create a response or support plan.
- F. If the risk is assessed as **HIGH**, provide one-to-one supervision of the child or youth at all times, until qualified prevention supports and a plan are clearly in place including safe transport to the hospital emergency department. The RCMP are informed and asked to attend the site.
- G. If the risk is assessed as **MEDIUM**, provide one-to-one supervision for the child or youth at all times, until the parents have been informed, have a safety plan in place, and in person, take responsibility for the physical care of the child.
- H. The qualified examiner will file the threat assessment summary report (*Threat/Risk Assessment Report Form*) of the incident with District Student Support Services and will place a confidential "Notification of Risk Assessment" form in student file.
- I. Director of Instruction at District 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*).
- J. 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 distributed to all employees who may have contact with the student.

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References: VTRA Protocol Guide:

https://www2.gov.bc.ca/assets/gov/erase/documents/vtra_protocolguide.pdf?bcgovtm=20191119_EDUC_AM_ERASE_2_ADW_BCGOV_EN_BC_TEXT

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