

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 170 – Violence	
Related LCSDF AP's	AP 181 – Video Surveillance	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 151, 152, 153, 154, 155, 175 <i>The Saskatchewan Employment Act, 2013</i> , Occupational Health and Safety section 3-21 Saskatchewan School Boards Association Document Retention Schedule 2019 section 9.10 <i>The Occupational Health and Safety Regulations</i> Section 3-26	
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Background

The Division strives to maintain an environment of mutual respect, Catholic Teachings and Gospel Beliefs. The Division expects immediate supervisors to act swiftly, appropriately and decisively when acts of violence, threats of acts of violence, intimidation or harassment within Division operated facilities, on Division property or while under the supervision of the school come to their knowledge. Perpetrators will be subject to suitable forms of discipline.

Definition

Violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behavior that gives a person reasonable cause to believe that they are at risk of injury.

Procedures

The procedures outlined are intended to apply to students and personnel in situations of violence.

1. Reports of violence should be made directly to one of the following:
 - 1.1 Immediate supervisor;
 - 1.2 Principal and/or vice-principal;
 - 1.3 A senior administrator (appropriate division office administrator).
2. The onus is on the victim, staff or student witness(es), or parent/guardian to report incidence of violence as soon as is reasonably possible.
3. The Principal, Immediate Supervisor and Senior Administrator shall insofar as reasonably practical ensure that students and personnel are not exposed to violence.

4. Reported cases of threats or violence are investigated by the appropriate school-based or system administrator in keeping with the requirements of the Education Act. The investigation procedures include:
 - 4.1 Review of complaint, interview of complainant and if possible, interview of the alleged perpetrator or perpetrators, as well as any witnesses, and the determination of whether to proceed on a formal or informal basis.
 - 4.2 Reduce the exposure and likelihood of a violent episode.
 - 4.3 Video Security Surveillance – The Division has implemented video security surveillance for the protection of student and staff safety, and property as outlined in AP 181 – Video Surveillance.
5. As part of the investigation:
 - 5.1 A request for statements will be made (victim, alleged perpetrator, and possibly witnesses).
 - 5.2 The victim and/or witnesses shall be encouraged and offered assistance in reporting to the RCMP.
 - 5.3 School principals shall consult with the Director or Superintendent of Education before reporting incidents of a serious nature directly to the RCMP.
 - 5.4 If the complaint is well-founded, it shall be dealt with in accordance with the Education Act, Board policy, and administrative procedures.
 - 5.5 The parent/guardian of both the complainant and the perpetrator shall be advised of the reported incident.
6. The investigation may result in disciplinary action such as verbal warning, a written reprimand, suspension, expulsion, or other forms of discipline.
7. Written record of the incident shall be retained by the investigator as per SSBA Document Retention Schedule.
8. Counseling supports may be explored:
 - 8.1 Provided they qualify, victims and perpetrators shall be advised of counseling services available either through the division or employee programs.
 - 8.2 Repeat offenders may be required to obtain mandatory external counseling.