



Violence Prevention Program Administration Submission Checklist

All GVSD team members working together is critical in creating welcoming, flexible, accessible and responsive learning opportunities that adapt to the changing and diverse needs of each student. The Violence Prevention and Worker Safety Plan is designed to help workers ensure a safe workplace, including a statutory requirement to report unsafe work conditions. 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. For more detailed information, please click on the [link](#) to the Violence Prevention Program Manual.

There are two ways to submit VPP forms:

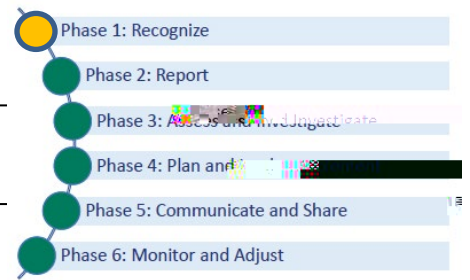
1. **Online Submissions** - the District is accepting online submissions through the Violent Incident Tracker located on the Staff Portal under the [Violence Prevention Program](#) . It should be noted that the submission will immediately notify all stakeholders of a new document to review. This will make it unnecessary to copy Associate Superintendents and others.

2. **Paper Submissions** - Download and complete forms from the [Violence Prevention Program site](#). Then please scan and email to Deputy/Associate Superintendent, OH&S Advisor – Melissa Pledger, and InclusivelearningVPP@sd61.bc.ca

STORAGE OF DOCUMENTS at School Site:

Binder 1	<p>Worker’s Statement of Incident (Form 1)</p> <p>Violence Risk Assessment (VRA) & Assessed Risk Level (baseline) (Form 2)</p>	<p>Keep together in one binder by student’s name or other, in a secure location in the P/VP/Manager’s office.</p> <p>Form 1 - Copy to Worker & JOHS Committee (redacted format, no student or worker)</p> <p>Form 2 – Copy to Worker & JOHS Committee – (in redacted format)</p>
Binder 2	<p>Worker Safety Plan (Form 3)</p>	<p>Keep in the main office by student’s name or other along with a sign-off sheet for all workers.</p>

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.

Please click [link to VPP manual](#) and go to p. 27 for a list of some example behaviours that express a potential change in baseline.

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.

The aggressor is defined as a student, parent of a student, or a member of the public who has had an impact on a worker of the District.



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STEPS:

1. First Aid.
2. Complete Worker's Statement of Incident (Form 1) (If yes, go to Form 6A – Worker Plan and complete).
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, have the right to 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 has the right to submit WorkSafe BC claims 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-<

STEPS:

1. Complete Violence Risk Assessment (Form 2, Section A, Section B, Section C).



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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:



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STEPS:

1. Communication of Worker Safety Plan/Threat Synopsis.
2. Ongoing Regular School Communications.

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.