

Policy 24. Workplace Violence and Prevention

Related Policies:

- Policy 12. Behaviour Management,
- Policy 16. Health, Safety, and Emergency Preparedness
- Policy 19. Harassment and Discrimination
- Policy 22. Termination of Service
- Policy 23.2. Impaired Guardian

24.0. Philosophy

- SCD is committed to being a safe place for all staff and families. While our facility is not considered high-risk for violent incidents, it is imperative that we have policies and procedures in place should such situations arise.
- The SCD Board recognizes the potential for violent acts in various ways (e.g., children towards staff, staff towards staff, parents towards staff, etc.) and is committed to protecting the health and safety of everyone at Stockholm Community Daycare.
- We recognize that all staff are potentially at risk of violent incidents.

24.1. General

- This policy is to be reviewed annually, by the board. Following the Board's review of the policy, staff will also review the policy and provide any feedback. The Director and Board will ensure the original policy and revised versions are dated.
- The Director will ensure all workers are aware of potential incidents of violence and how to report any incidents.
 - o The Director will ensure workers receive a copy of this policy statement during orientation and training.
 - o The Director will ensure all workers know a copy is stored in the office and on the SCD website where they can easily find and read it.
- Incidents of violence must be reported immediately to the Director(s)
 - o A violent incident report shall be completed as soon after the incident as possible.
 - o Violent Incident Report Forms (Appendix E) can be found in the Preschool and Toddler rooms.
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24.2. Violence Prevention (Facility Appearance, Lighting, Organization, and Signage)

- SCD has clear signage and is located on the main road through Stockholm. While opening/closing, shift staff are to enter/exit through the main front door only.
- Indicated lights are to be left on each night to allow for well lit entrances/exits.

- The main SCD door is accessible only through use of the keypad/fob entry during operating hours (5:30am-5:30pm).

24.3. Dealing with Potentially Violent Persons

- Avoid escalating the situation.
 - o Remain calm. This may prevent the situation from escalating.
- If at any time you feel uncomfortable or threatened, inform the aggressor that you feel unsafe and, if necessary, ask them to leave the Centre immediately.
 - o Inform them that they may contact the Director or Board with their concerns.
 - o If the individual refuses to leave and becomes increasingly agitated, or threatening, call 911 or the Director as appropriate.
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- If appropriate, consider Policy 16. Health, Safety, and Emergency Preparedness regarding lockdown for the safety of all persons while waiting for emergency services
- If appropriate, consider **Policy 22. Termination of Service**
- If the perpetrator of violence is a child, see Policy 12. Behaviour Management

24.4. Seeking Medical Aid for Injury and Post-Traumatic Stress

- If a worker seeks medical aid or counseling, injury reports must be filed with the Saskatchewan Workers' Compensation Board (WCB). The worker must submit a W1 form and the employer must submit an E1 form. These forms are available on the WCB's website at www.wcbask.com.
- Workers have a right to refuse medical aid and/or counseling at any time.

24.5. Investigating Violent Incidents

- All violent incidents will be investigated by the Board and Directors
- The Board, Director, or staff will make recommendations for corrective actions to prevent similar incidents from recurring.
- The Director will document deficiencies and the appropriate changes will be made, consulting with the Board as necessary.
- Impacted employees will be informed of the results of the investigation and of any changes in the policy and prevention plan that result; all employees will be informed if necessary at the discretion of the Director(s)
- If changes require employee retraining, the training will be provided by the Director.