

# NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy  
F-6

Authority  
99-058

## ASSAULT AGAINST A STAFF MEMBER

### POLICY STATEMENT

In the interest of providing and inviting school environment which cares about the well-being of all persons, it is the intent of the Board to promote a safe and secure school and working environment where staff and students can carry out their responsibilities as members of a Catholic Faith Community, free from assault upon their persons as defined in the Criminal Code, sustained in the course of their duties or on Board-related activities.

### POLICY REGULATIONS

1. General Provisions:

- 1.1 For the purposes of this policy, "assault" is defined as a non-accidental physical injury.
- 1.2 It is expected that staff members will employ all reasonable measures to avoid circumstances which could result in incidents of assault.
- 1.3 At the first and earliest opportunity, a staff member must inform the Principal or immediate Supervisor of any incident involving an alleged assault. The Principal/Supervisor must immediately inform and consult with the Director of Education and/or the appropriate supervisory officer or Human Resources Administrator of the incident and advise the staff member to contact his/her Affiliate or Union President concerning the incident.
- 1.4 Where an alleged offender is a student, the Principal may take appropriate disciplinary action under the Education Act including suspension and/or a recommendation to expel the student. Where the alleged offender is a staff member, the matter will be referred to the Administration for appropriate disciplinary action.
- 1.5 Staff members who have been victims of an alleged physical assault have access to resources including but limited to health benefits, sick leave, workers' compensation and the Employee Assistance Programme.

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2. Assault Upon a Staff Member:

In addition to the "General Provisions" the following procedures will be followed in situations involving an alleged assault upon a staff member.

- 2.1 The alleged offender will be removed from the presence of the staff member as quickly and safely as possible.
- 2.2 The Principal/Supervisor will ensure that medical attention for any injuries sustained is offered to the staff member.
- 2.3 The staff member will be advised by the Principal/Supervisor to obtain medical verification concerning any injury resulting from the alleged assault and that he/she may seek advice from his/her Affiliate or Union concerning the incident.
- 2.4 If the staff member requests and/or it is warranted, the police will be called to conduct a criminal investigation.
- 2.5 The Principal/Supervisor will conduct an immediate inquiry into the alleged assault and record information describing the incident, witnesses, location, time, date and other pertinent data and provide a copy to the Director of Education and the staff member. If the alleged offender is a student under the age of 16, the parent/guardian must be contracted.
- 2.6 Where an alleged assault has been committed by a person who is not enrolled in the school or employed by the Board, the Principal/Supervisor will attempt to determine the alleged offender's identity and report this to the police who may lay charges under the Trespass to Property Act and/or the Criminal Code.

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3. Threats of Assault:

Where an alleged threat of an assault upon a staff member takes place and there are reasonable grounds to believe the threatened action would be carried out, the following procedures will be followed:

- 3.1 The Principal will conduct an immediate inquiry into the alleged incident and record information describing the incident, witnesses, location, time date and other pertinent data.
- 3.2 If it appears warranted, or if a staff member requests, the police will be called to conduct a criminal investigation. If the alleged offender/victim is a student under the age of 16, the parent/guardian must be contacted.