

VSB Employee Safety Plan - Summary

(Student Name): _____ (Date of Employee Safety Plan): _____

Pupil Number:	Grade:
Location of Full Safety Plan:	Room/Block/Class:

Challenging Behaviours (describe)

- _____
- _____
- _____
- _____
- _____

Triggers/Antecedents (Things to Avoid)

- _____
- _____
- _____
- _____
- _____

Positive Interventions (Things to Do)

- _____
- _____
- _____
- _____
- _____

Protective Actions during Acting Out (Things to do to prevent injury)

- _____
- _____
- _____
- _____
- _____

Who to Contact for Immediate Onsite Support

(Name)

(Location/Extension/How to Summon)

_____	_____
_____	_____
_____	_____

This information will be provided to the Employees on Call who work with this student as each of you have the right to know about potentially unsafe or dangerous situations in your work and how to maintain your safety and a productive work environment for yourself, other staff, and students.

VSB Employee Safety Plan

(Student name) _____ (Date of the Safety Plan) _____

Pupil Number	Crisis Contacts: (Name, location, extension) Office: Other: Other: Guardian:
School:	
Room/Class/Block:	
DOB:	

Objective: All staff working with this student will be provided with and have read this Employee Safety Plan before working with the student. This is necessary in order to maintain your safety and a productive working environment for yourself, other staff, and students.

Risk Assessment Date: (completed by School-based Team/Behaviour Consultants) _____

Key Understandings about this student (Strengths and concerns)

- Setting Events:** Problem behaviours are more likely in the presence of certain setting events. (Examples: trouble at home, missed breakfast, incident at recess, etc)

Setting Events (Events that Occur)	Strategy (Things to Do)

2. **Triggers/Antecedents:** Be aware of situations and events that are immediate triggers for the escalation of behaviour. (Examples: being asked to do a disliked task, a favoured activity ends, etc)

Antecedent (What We Know)	Strategy (Things to Avoid)

3. **Safety Strategies:** Designated staff will respond by implementing the following progressive crisis intervention plan when necessary. (Example: the student has begun to be agitated)

Precursor Behaviours (What you See)	Staff Responses (Things to Do)
<p>Anxiety (Noticeable increase or change in the student's anxiety levels)</p>	<p>Be supportive (Empathetic, non-judgmental response)</p>
<p>Defensive (Cues that this student is beginning to lose the ability to think or process information rationally.)</p>	<p>Be Directive (Set simple, clear, enforceable limits and expectations)</p>

Precursor Behaviours (What you See)	Staff Responses (Things to Do)
<p>Acting Out (Describe the behaviours that pose a risk to self or others):</p>	<p>Crisis Intervention Plan (Injury prevention):</p> <ul style="list-style-type: none"> ○ Keep a safe distance; ○ Clear the area; ○ Assign one person to direct the actions of intervening adults; ○ Call for Assistance (as necessary) ○ Physical restraint strategies by trained staff only will be a last resort when there is a danger to self/others.
<p>Tension Reduction (Cues that this student is calming down)</p>	<p>Therapeutic Rapport (Re-establish positive interactions – do not lay blame or recriminate)</p>

4. Other Means to Minimize Risk to Staff (Examples: consider vulnerabilities such as clothing, jewelry, key chain around your neck, remove items within reach that may be used to injure, etc)

- _____
- _____
- _____
- _____
- _____

5. Who to Contact for Immediate Support (Include: name, extension, location, how to summon)

- _____
- _____
- _____
- _____

6. **Employee Safety Plan Review:** Employee Safety plans will be reviewed when any of the following occur:
- After an incident by all staff who work with the student including the principal or designate
 - If any change in behaviour occurs such that the risk of violence is different and/or incidence of violence occurs.
 - At the beginning of each school year.
 - When a new employee is going to work with the student on a regular basis.
 - In any of the above events, the principal or designate will call a *safety plan review meeting* if and when new information indicates that the safety plan needs to be reviewed or modified.
7. **Team members involved in writing this employee Safety Plan:** (those involved should included everyone who has contact with this student)

In attendance:	Job Title:	Date (y/m/d):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. As part of the Health & Safety orientation, the principal/vice principal or their designate will ensure that the Employees on Call (EOC/TOC) will be informed of this Employee Safety Plan at the beginning of their work day.
9. An **Employee Safety Plan Summary** form (1 page summary) shall be filled out and included in the material provided to Employees on Call working with this student.