



# **SURT**

February 2 & 3 2022

# Agenda

- ▶ President's Welcome
- ▶ Violence in Schools: supports and processes
  - ▶ Break 10:10-10:30
- ▶ BCTF Presentations
- ▶ Lunch 12:00 to 1:00
- ▶ Effective Staff Committee Meetings
- ▶ Wrap up and end time 3:00pm

# Violence in Schools: School Based Team

- ▶ Collective Agreement Language (restored 2016)
- ▶ Referral and Recommendations Regarding Special Students
- ▶ If after consultation/involvement with school and/or District specialist staff, the teacher determines that there are students in his/her class who significantly affect classroom management, routines or instruction (including students with disruptive hyperactive, or inappropriate social behaviour, with communication or language disorder or with emotionally disturbed tendencies), he/she may refer such students to the School-Based Team for consideration.
- ▶ The School-Based Team, together with the classroom teacher, shall meet to consider the referral.

# School-Based Team

- ▶ The School-Based Team will make recommendations to the appropriate Associate Superintendent as to how to handle the situation. Such recommendations may include but not be limited to:
  - ▶ (a) Adjustment to the student's program.
  - ▶ (b) Further assessment.
  - ▶ (c) Alternate placement.
  - ▶ (d) Consideration of alternate teaching strategies.
  - ▶ (e) Release time for the enrolling teacher and other school-based personnel as may be required to facilitate ongoing assessment and consultation.
  - ▶ (f) other assistance as agreed to by the enrolling teacher.

# Urgent Intervention Process

- ▶ Where, in the opinion of the School-Based Team, in consultation with the enrolling teacher(s), a student is sufficiently disruptive or sufficiently at risk to self or others to require special intervention, the following process will be used:
- ▶ (a) The School-Based Team will meet and consider whether the student meets the above qualification. A protocol in this regard will be developed jointly by the Board and the VTF.

## UIP continued

- ▶ (b) The School-Based Team will attempt to resolve the matter at the school level and if the school cannot meet the student's needs, the school administrator will immediately report the situation to the Director of Instruction or designate and the appropriate Associate Superintendent. The DOI or designate or the appropriate Associate Superintendent shall determine if the Board should supply necessary urgent resources and support services or arrange for alternate placement during the period before the interim plan referred to in Clause (c) below is in place.

# UIP continued

- ▶ (c)  
Within five (5) days, the Director of Instruction or designate(s), will meet with the School-Based Team, including others as deemed appropriate, to develop an interim plan for appropriate placement and/or support services. At this meeting a time line for implementation of the interim plan will be developed. The interim plan will include the details of the documentation which will be necessary for referral to Learning Services Screening.

# UIP continued

- ▶ (d) The student will be referred to Learning Services Screening, with required documentation and a recommendation as soon as possible in order that either a designation can be made, and/or appropriate available resources identified.
- ▶ (e) The Board will ensure that necessary personnel are available to provide sufficient and timely information to Learning Services Screening.



# UIP continued: Criteria

- ▶ Student must display behaviour that is sufficiently disruptive and sufficiently “at Risk”. Appropriate data must be collected and represented with the UIP Referral form to demonstrate the seriousness of the behaviour.
- ▶ The school-based administrator must support the referral process as per SBT Process
- ▶ Evidence of interventions attempted and supports provided by the school will be reflected by the Pre-referral Interventions Strategies identified
- ▶ Appropriate documentation must be accompanied by the referral form

# Questions and Comments on SBT and UIP.



# WorkSafeBC: Violence in Schools

- ▶ "violence" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.
- ▶ OHSR Section 4.27

# WorkSafe: Violence in Schools

- ▶ “It is particularly important to note that the regulation does not require that an intent to injure a worker exists for an act of violence to have occurred. For example, an act of workplace violence occurs when a student strikes a worker during dysregulation, even though the student is not aware that their behavior could cause physical and/or psychological injury to a worker.”
- ▶ <https://bcpsea.bc.ca/wp-content/uploads/2021/06/OHS-What-does-compliance-with-the-regulation-look-like.pdf>

# WorkSafe: Violence in Schools

- ▶ “Section 4.28 of the Regulation states that ‘A risk assessment must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present’”
- ▶ “At all stages of a risk assessment, the employer should consult with the joint health and safety committee, and workers and management personnel in each area affected.”
- ▶ <https://bcpsea.bc.ca/wp-content/uploads/2021/06/OHS-What-does-compliance-with-the-regulation-look-like.pdf>

# WorkSafe 6A

- ▶ <https://www.worksafebc.com/en/resources/claims/forms/workers-report-of-injury-or-occupational-disease-to-employer-form-6a?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3D6A%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=6A>
- ▶ Download the form and fill out the sections that will be the same each time such as your name and personal information and the employer's name.

# WorkSafe 6A

- ▶ If you are told by your admin that it doesn't need to be filled in for near misses, inform your Health and Safety Committee and let us know at the VESTA office.
- ▶ **“VIOLENCE IN THE WORKPLACE**
- ▶ WCB Regulation is very explicit regarding the protection of employees from violence in the workplace. Your supervisor will inform you of any risks of violence that you may encounter at your work site. If you believe you are at risk due to an act or threat of violence, use whatever means necessary to remove yourself from the situation and report the incident immediately to your Principal or supervisor. All incidents of violence are to be investigated by your Principal or supervisor utilizing the Vancouver School Board's *Accident/Incident Investigation Report*.”
- ▶ <https://vsbworld.sharepoint.com/sites/EmployeeServices/SitePages/Employee-Safety-Orientation-Checklist.aspx#right-to-refuse-unsafe-work>

# AIIR: Accident Incident Investigation Report

- ▶ (to be completed by admin)
- ▶ **If employee has not submitted their WorkSafeBC Form 6A to VSB Health and Safety, Check to email employee a copy of the form for them to complete.**
- ▶ **Type of Incident:**
  - ▶ near miss
  - ▶ minor injury
  - ▶ Injury requiring medical attention



# WorkSafe 6A

- ▶ “Give the completed Form 6A to the School Administrator/Supervisor AND email a copy to [hsreports@vsb.bc.ca](mailto:hsreports@vsb.bc.ca) Alternatively, the worker may fax the Form 6A to 604-713-5276. Please avoid sending the Form 6A via blue bag as this may delay claim processing.”
- ▶ <https://vsbworld.sharepoint.com/sites/EmployeeServices/SitePages/Forms-%26-Incident-Reporting.aspx>

# Serious Behaviour Log

- ▶ <https://vsbworld.sharepoint.com/sites/EmployeeServices/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FEmployeeServices%2FShared%20Documents%2FHealth%20%26%20Safety%2FForms%20and%20Incident%20Reporting%2F Serious%20Behaviour%20log%5F2019%2Epdf&parent=%2Fsites%2FEmployeeServices%2FShared%20Documents%2FHealth%20%26%20Safety%2FForms%20and%20Incident%20Reporting>
- ▶ Includes record of date, time, what the student did (includes short forms), who it was directed at, triggers (why you think the behaviour occurred), actions taken in response

# Employee Safety Plan

- ▶ “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.”
- ▶ <https://vsbworld.sharepoint.com/sites/EmployeeServices/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FEmployeeServices%2FShared%20Documents%2FHealth%20%26%20Safety%2FForms%20and%20Incident%20Reporting%2FFULL%20Safety%20Plan%202010%20Version%203%2Epdf&parent=%2Fsites%2FEmployeeServices%2FShared%20Documents%2FHealth%20%26%20Safety%2FForms%20and%20Incident%20Reporting>

# Employee Safety Plan

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.

# Employee Safety Plans and TTOCs

- ▶ “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.”
- ▶ “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.”
- ▶ Summary Form available at  
<https://vsbworld.sharepoint.com/:b:/r/sites/EmployeeServices/Shared%20Documents/Health%20%26%20Safety/Forms%20and%20Incident%20Reporting/SUMMARY%20Employee%20Safety%20Plan%20Version%203%202010.pdf?csf=1&web=1&e=9GtrM9>

# Break to 10:30

## BCTF Workshops

### ► Managing Conflict

Conflict is inevitable in groups, but it does not need to cause division and animosity if it is managed effectively. This workshop gives participants an insight into their own conflict management styles, and gives some practice in effective conflict management and communication skills. The workshop also provides information about the mediation services available from the BCTF. This workshop is not conflict resolution, but conflict management, focusing on skills to ensure that conflicts do not escalate.

### ► Is it a Grievance? Problem Solving at the School Level

This workshop gives union representatives an understanding of the grievance procedure for solving disputes. Participants learn their role in grievance handling and enhance their skill in helping colleagues resolve problems at the school level. Participants must bring a copy of their collective agreement in order to examine issues of local or school concern.