

DEALING WITH INCIDENTS OF VIOLENCE BY STUDENTS, PARENTS AND SCHOOL PERSONNEL

Increasingly, incidents of violence at the school level are becoming a concern. Teachers have experienced incidents from students, parents, colleagues, school employees and administrators.

Teachers have the right to be treated with respect and to work in an environment free from abuse.

Teachers have the right to protection from violence in the workplace. They are not required to tolerate behaviour that threatens their safety and well-being.

TEACHER'S RESPONSIBILITY

Teachers have the responsibility to take action, report, inform, and document incidents.

EMPLOYER'S RESPONSIBILITY

Employers have the responsibility to protect the health, safety and well-being of teachers.

WHAT IS VIOLENCE?

“ ... any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.”

Education Act (Article 13)

DEALING WITH VIOLENCE

What should you do?

- Attempt to talk to the person responsible for the inappropriate behaviour to make them aware their actions or comments are inappropriate and/or unacceptable and that you want it to stop. In some situations this may be enough to resolve the problem.
- Do not remain isolated. Talk about the problem with someone you trust. If you are intimidated or uncomfortable dealing with the individual yourself, you should consider seeking help.

Should the problem persist?

- Seek the assistance of your school or centre administrator.
- Record / document the incident(s) using the **Safe Teachers Incident Report** available on the ATA website or from your ATA Rep.
- Send the **Safe Teachers Incident Report** to the ATA keeping a copy for you.
- Save any evidence.

IF YOU ARE AFRAID FOR YOUR PERSONAL SAFETY OR THE SAFETY OF ANOTHER, YOU SHOULD CONTACT THE POLICE.

What can my union do?

It is the employer's duty to provide teachers with a safe work environment and to support teachers who are being threatened. If you feel you are not receiving the help you need from your employer, your teachers' unions (ATA and QPAT) will advise you, and if necessary, intercede on your behalf. If you are in need of assistance contact the Appalachian Teachers' Association.

155, rue Principale Ouest
Suite 104
Magog, QC
J1X 2A7

819-843-2630
1-855-443-2630

ataunion@hotmail.com

SAFE TEACHERS **VIOLENCE INCIDENT REPORT**

School / Centre _____
Teacher _____

Person(s) Involved	Name:
____ Student	_____
____ Parent / Family	_____
____ School Personnel	_____

Location of Incident _____
Witness(es) _____
Date / Time of Incident _____

TYPE OF INCIDENT

- ____ Verbal
- ____ Non-verbal
- ____ Written
- ____ Internet
- ____ Cellular Phone
- ____ Physical
- ____ Weapon or any object used with the intent of causing harm
- ____ Theft
- ____ Vandalism
- ____ Other _____

DETAILS - Description of Incident This section must be completed.

BACKGROUND

- _____ This is a first incident.
- _____ There have been previous incidents.

TEACHER'S RESPONSE TO THIS INCIDENT

Check all that apply.

- _____ Told the person responsible for the behaviour that their actions or comments were inappropriate and that you wanted it to stop immediately.
- _____ Imposed rules of conduct with a consequence (in case involving a student)
- _____ Contacted parent (in case involving a student)
- _____ Informed school / centre administrator
- _____ Sought help / assistance from school administrator
- _____ Required emergency supply
- _____ Unanticipated absence
- _____ Informed union representative
- _____ Contacted the police
- _____ Other _____

Additional Details:

INCIDENT RESOLUTION

Details:

_____ I would like further assistance / support.

DATE: _____ **SIGNATURE:** _____

Send a copy to ATA President

155, rue Principale Ouest
Suite 104
Magog, QC
J1X 2A7

FAX
819-843-6297 / 1-855-443-6297
ataunion@hotmail.com

RECEIVED: _____

***** THE UNION WILL TREAT THE REPORT OF INCIDENT IN A CONFIDENTIAL MANNER *****

INCIDENT REFERRAL - UNION

CONFIRMATION OF RECEIPT TO TEACHER

Date _____

Details: _____

RESPONSE:

- _____ Refer to QPAT
Date: _____
- _____ Contact ETSB - Human Resources
Date: _____
- _____ Contact ETSB – Complementary Services
Date: _____
- _____ Contact ETSB – Director General
Date: _____
- _____ Grievance
Date: _____
- _____ Other

DETAILS:

INCIDENT RESOLUTION

DETAILS:

Signature of Union President: _____ Date: _____