

POLICY: REPORTING SERIOUS EMPLOYEE INCIDENTS # 715

SECTION: 700 : School Administration Page 1 of 2

APPROVAL/REVISION EFFECTIVE REVIEW  
DATE: June 14, 2021 DATE: June 15, 2021 DATE: June 15, 2026

CROSS REFERENCE: PPM 144 Bullying Prevention and Intervention,  
PPM 145 Progressive Discipline and Promoting Positive Student Behaviour ,  
PPM 120 Reporting Violent Incidents to the Ministry of Education  
Policy 710: Student Relations and Discipline  
Policy: 720 School Code of Conduct  
Policy 821: Board Personnel - Code of Conduct  
Policy 820: Workplace Harassment  
Ontario Regulation 472/07 – Behaviour, Discipline and Safety of Pupils of the Education Act.,  
Policy Student Code of behaviour

**A: POLICY**

1. The Thunder Bay Catholic District School Board recognizes its obligation to protect its employees in the course of their duties. Therefore, the Board will respond to serious student and employee incidents including, but not limited to violent incidents such as but limited to assaults, threats, and/or intimidation by students on school personnel and will provide assistance and support to employees who find themselves subject to the same.

**B: Definitions**

1. For the purposes of this policy, the following definitions are applicable:
  - 1.1 Violent Incident is defined as the occurrence of any one of the following or the occurrence of a combination of any of the following:
    - possessing a weapon, including possessing a firearm
    - physical assault causing bodily harm requiring medical attention. Assault is as defined in the Criminal Code of Canada (including all forms thereof) and includes, but is not limited to the actual application of force and the threatened or attempted application of force.
    - sexual assault
    - robbery
    - using a weapon to cause or to threaten bodily harm to another person
    - extortion
    - hate and/or bias-motivated occurrences
  - 1.2 Intimidation is as defined in the Criminal Code of Canada and includes but is not limited to, compelling another person to do anything, or preventing them from doing anything he or she has a lawful right to do. Such actions may include, but are not limited to:
    - 1.2.1 using threats or violence.
    - 1.2.2 persistent following or following in a disorderly manner.
    - 1.2.3 hiding property owned or used by the person or hindering the person in their use of that property.

POLICY: REPORTING SERIOUS EMPLOYEE INCIDENTS # 715

SECTION: 700 : School Administration Page 2 of 2

APPROVAL/REVISION EFFECTIVE REVIEW  
DATE: June 14, 2021 DATE: June 15, 2021 DATE: June 15, 2026

CROSS REFERENCE: PPM 144 Bullying Prevention and Intervention,  
PPM 145 Progressive Discipline and Promoting Positive Student Behaviour ,  
PPM 120 Reporting Violent Incidents to the Ministry of Education  
Policy 710: Student Relations and Discipline  
Policy: 720 School Code of Conduct  
Policy 821: Board Personnel - Code of Conduct  
Policy 820: Workplace Harassment  
Ontario Regulation 472/07 – Behaviour, Discipline and Safety of Pupils of the Education Act.,  
Policy Student Code of behaviour

1.2.4 besetting or watching the place where the person works or resides.

1.2.5 blocking or obstructing the person's passage.

C: RESPONSIBILITIES:

1. It is the responsibility of all employees to follow the **Reporting Serious and Violent Incidents Procedure (appendix: A)**
2. The school principal and staff shall respond immediately when any form of assault or intimidation occurs in a manner consistent with Policy 821 - Board Personnel Code of Conduct, Policy 703 - Code of Conduct and Policy 710 - Students Relations and Discipline Policy of the Board.
3. All employees of the Board shall respond to situations that involve or may involve an assault or intimidation in a manner that minimizes the risk of injury to themselves and the students for whom they are responsible.