



## AP 357 – VIOLENCE THREAT RISK ASSESSMENT: STUDENTS

### BACKGROUND

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Student and staff safety are our priority. The division is committed to providing safe, caring, and accepting learning and work environments for our students, staff, parents/guardians/caregivers, and members of our wider learning community who are guests in our facilities. In accordance with this administrative procedure, threats must be taken seriously, investigated, and include an appropriate response. All actions or statements suggesting intent to harm or act violently against someone or something will be considered a threat and will be assessed using division procedures.

Violence prevention in our schools and neighbourhoods is a community responsibility. The division and our community partners are committed to making our schools and community safer and this commitment is evident in the development of the division's *Community Threat Assessment and Support Protocol (CTASP)* which was signed in August 2011.

### PROCEDURES

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1. Fair Notice
  - 1.1. On an annual basis the principal will send a letter to parents/guardians informing them that our division has a Community Threat Assessment and Support Protocol in place, that threat assessments will occur when warranted, and that the threat assessment and support process may involve multiple community partners.
  - 1.2. Fair notice may also include but is not limited to: printed material in school and student handbooks and agendas, assembly presentations, postings on websites and parent portals, and discussions in classrooms.
2. Training
  - 2.1. Through our Safe, Caring, and Accepting Schools initiative, School Threat Assessment Team (TAT) members and support personnel participate in Violence Threat/Risk Assessment training and understand the protocol for investigating threatening behaviours.
  - 2.2. Ongoing training for new administrators, counsellors, designated central office personnel, administrative council members and community partners will be planned by the superintendent with responsibility for Safe, Caring and Accepting Schools. Training will align with the work of the North American Centre for Threat Assessment and Trauma Response.
3. Community Threat Assessment and Support Protocol
  - 3.1. Saskatoon Public Schools will respond to student behaviours that may pose a potential risk for violence to students, staff, and members of the community, or towards the school or other property.
  - 3.2. As per Saskatoon Public Schools' *Violence/Threat Risk Assessment Protocol*, school threat assessment teams, and if deemed necessary community partners, will assess threatening behaviours and plan for appropriate interventions.
  - 3.3. Each school has a multi-disciplinary threat assessment team (School TAT) that includes the school principal and/or vice principal, school counsellor(s), and school resource officer (police officer).
  - 3.4. Central office support is provided through the Safe, Caring, and Accepting Schools team and administrative council members.



#### 4. Purpose and Process

- 4.1 The purpose of a Student Violence Threat/Risk Assessment is:
  - 4.1.1 To ensure the safety of students, staff, parents/guardians/caregivers, and others;
  - 4.1.2 To ensure a full understanding of the context of the threat;
  - 4.1.3 To begin to understand the factors that contribute to the threat maker's behavior;
  - 4.1.4 To be proactive in developing an intervention and support plan that addresses the emotional and physical safety of the threat maker; and
  - 4.1.5 To promote the emotional and physical safety of all.
- 4.2 The process for a Student Violence Threat/Risk Assessment is as follows:
  - 4.2.1 Threat making behaviour(s) by students is reported to the principal/vice principal who activates the Saskatoon Public Schools' Violence Threat/Risk Assessment Protocol;
  - 4.2.2 Interviews are held with the threat maker, parents/guardians/caregivers, students and staff as necessary;
  - 4.2.3 An investigation determines the level of risk and directs an appropriate response to the incident; and
  - 4.2.4 Intervention plans are developed and monitored.

#### 5. Duty to Report

- 5.1 Safe schools operate as open systems and promote the appropriate sharing of information. To keep school communities safe and caring, staff, parent/guardians, students, and community members must report all threat-related behaviours to the school principal or vice principal. Any person having knowledge of high-risk student behaviour or who has reasonable grounds to believe there is a potential risk to students, staff or division property shall immediately notify the principal or vice principal.
- 5.2 Principals will ensure that students are made aware of their role in reporting violence and threats of violence to school authorities.
- 5.3 Staff shall report all worrisome behaviours to the principal or vice principal. The principal or vice principal shall consult with members of the School TAT, Central Office personnel, and other appropriate staff as to the level of assessment that needs to be conducted.

#### 6. Duty to Respond- Threat Assessment Process

- 6.1 The principal or vice principal will take immediate action to protect the safety of all students and staff.
- 6.2 The principal or vice principal shall ensure that the appropriate notification and support has been provided for those targeted by the threatening behaviour(s).
- 6.3 The principal or vice principal shall inform the school's superintendent of education of the threatening behaviour(s) and shall keep the superintendent informed through the various stages of the threat assessment process.
- 6.4 The principal or vice principal shall work closely with the school's superintendent of education and division's communications officer regarding internal and external communications.



- 6.5 The principal or vice principal will activate the School TAT and follow the Stage 1 VTRA Report Form.
- 6.6 The principal or vice principal shall share and store copies of the *Threat Assessment Report Form* as per the Division’s VTRA protocol.
- 6.7 The principal may also be involved in Stage 2 Violence Threat/Risk Assessment (multidisciplinary risk evaluation and intervention) as per the division’s Community Threat Assessment and Support Protocol.
- 6.8 As described throughout the process above, appropriate notification must be provided, whenever possible, at all stages of the VTRA process.

## 7. Incidents Occurring Outside School Hours

- 7.1. If a Saskatoon Public School employee receives information regarding serious violence, weapons possession or a threat that is “clear, direct, and plausible” during non-school hours, police shall be called immediately.
- 7.2 This information must then be provided as soon as possible to the principal or designate so the threat assessment process can be activated. Parents/guardians/caregivers must be contacted so that the appropriate actions can be taken to notify and protect the target(s).

## 8. Incidents Involving Employees

- 8.1 The Violence Threat/Risk Assessment Protocol can be initiated when staff display worrisome or high risk behaviours. See Administrative Procedure 482 – Violence Threat Risk Assessment: Employees.

Reference: *The Education Act (1995):* Sections 141,150,151,152-155, 156-162, 175, 191,192, 193  
SPS Tragic Event Procedural Guidelines  
SPS Tragic Events: A Resource Guide for Schools  
SPS Emergency Response Plan  
Community Threat Assessment and Support Protocol  
Administrative Procedure 354: Discipline  
Administrative Procedure 355: Violence (Students)  
Administrative Procedure 356: Weapons  
Administrative Procedure 367: Student Bullying and Harassment  
Administrative Procedure 460: Violence (Employees)  
Administrative Procedure 482: Violence Threat Risk Assessment: Employees

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