



POLICY COMMITTEE MEETING

AGENDA

November 8, 2022 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. October 11, 2022, Policy Committee Report
2. AP 460 Violence in the Workplace
3. Policy 520 - Smoking & Smokeless Tobacco Restrictions
4. AP/Policy Review and Priorities
5. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Policy Committee	December 13, 2022	CXL'd.	Board Office
Policy Committee	January 10, 2023	3:00 p.m.	Board Office
Policy Committee	February 14, 2023	3:00 p.m.	Board Office
Policy Committee	March 14, 2023	3:00 p.m.	Board Office
Policy Committee	April 11, 2023	3:00 p.m.	Board Office
Policy Committee	May 9, 2023	3:00 p.m.	Board Office
Policy Committee	June 13, 2023	3:00 p.m.	Board Office



POLICY COMMITTEE MEETING REPORT

October 11, 2022 (3:02 p.m. – 3:39 p.m.)

Trustees in Attendance: Anne Kohut, Linda Martens, Angie Delainey (3:06pm), Ciel Patenaude (3:11pm)

TEAMS: Willow Macdonald, Mary Forbes.

Absent: Alexis Walch

Staff: Deputy Superintendent Cheryl Lenardon, Instructional Director Cathy van der Mark, Executive Assistant Jodi Symmes

Agenda Item	Notes	Action		
Acknowledgment of traditional territory				
1. September 13, 2022, Policy Committee Meeting Report	September Policy meeting was cancelled.	Nothing to review.		
2. Repeal No. 6141.7 Course Development	Deputy Superintendent Lenardon brought forward Policy 6141.7 Course Development for repeal.	That the committee recommends the Repeal of Policy 6141.7		
3. Healthy Schools Policy Update	Deputy Superintendent Lenardon will be seeking input from schools to update the Districts Health Promoting Schools Policy 5141.1 to bring it in line with current standards.	None. Information only.		
4. Future Meeting Dates:				
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Briefing Note

TO: Policy Committee

FROM: Taryn Aumond

DATE: November 8, 2022

RE: Violence in the Workplace Prevention

BACKGROUND

The WorkSafe BC Occupational Health and Safety Regulations requires that employers establish policies and procedures to eliminate and where elimination is not possible, minimize the risk of violence towards workers.

The BC Primary and Secondary Health and Safety Advisory Committee was established by WorkSafe BC to review the occupational health and safety challenges in the BC Public Education system in collaboration with CUPE, BCTF, BCPVPA, BCSSA, SSABC, and BCPSEA and to act in an advisory capacity to provide recommendations for resolution on issues and challenges.

In March 2019 the K-12 Workplace Violence Prevention Working Group set out to develop tools and resources for School Districts to utilize to support both compliance and performance efforts as they related to workplace violence prevention.

Over the course of the 2021-2022 school year, the Senior Leadership Team reviewed the legislative requirements, the tools and resources created for compliance and performance, which led to the review of the policy and procedures in place. Although the District has a policy on Violence in the Workplace, it merely replicates legislation and doesn't provide the necessary education and direction on how to prevent workplace violence.

Since the initial work on the procedures, education has been provided to principals and vice-principals in August 2022 on the requirements for risk assessment, responsibilities related to workplace violence prevention, which include incident reviews and thorough investigations to understand the root cause of the issue and the requirement to implement effective controls to mitigate future risk.

Principals have been actively working with their site-based Joint Health and Safety Teams as well as their learning teams to create site-based risk assessments, individual



safe work instructions that guide how to perform the work safely and to increase the general understanding and awareness of the risk of violence in the workplace.

DISCUSSION

The policy outlines the general statement from the Board that the Board is committed to providing safe working and learning environment in which staff are free from the threat of physical or psychological harm. The administrative procedure outlines the responsibilities of the District, supervisors and employees and outlines the expectations regarding risk assessments and incident reporting.

RECOMMENDATION

THAT the Board of Education adopt DRAFT Policy 440 –Violence in the Workplace.



POLICY 440- VIOLENCE IN THE WORKPLACE

The Board of Education of School District No. 27 (Cariboo-Chilcotin) recognizes its obligation to provide safe working and learning environments that are free from the threat of violence of physical or psychological harm. The objective of the policy is to promote a safe and caring environment for all persons by implementing effective risk management, assessment, and control procedures, which work to protect against violence in the workplace.

DEFINITIONS

Workplace Violence is defined as, any attempted or actual application of physical force by a person against another person in circumstances where it has the potential to cause harm or injury and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

Through this policy, and accompanying administrative procedures, the Board will establish clear guidelines to minimize and where possible, eliminate the risk of injury from violence for all employees.



RATIONALE:

The District is committed to providing a safe working and learning environment in which staff are free from the threat of violence of physical or psychological harm. The District will promote a safe and caring environment for all staff, students and visitors by implementing effective risk management, assessment and control procedures, which work to protect against violence in the workplace.

The purpose is to minimize and where possible, eliminate the risk of injury from violence in the course of employment for all employees.

1. Definitions

- Affected Worker all workers of the District including full-time, part-time, temporary or casual that are directly impacted by the identified workplace violence risk at a location or due to work circumstances.

- Circumstances the various tasks that a worker may do and the situations a worker may be in, in and out of the course of their employment.

- Behaviour actions by which an individual adjusts to their environment. It is commonly understood that behaviour is communication. It is the impact of the behavior that dictates whether a behaviour is negative or positive.

- Control Measures instruments put in place to eliminate, or where elimination is not possible, minimize the potential risk of injury. Measures include: elimination, substitution, engineering, administrative, and personal protective equipment, as well as worker knowledge and experience.

- EIIR employer incident investigation report as required by the Worker’s Compensation Act.

- Location a site, property, building, or school, including temporary work locations and those owned or leased, where workers of the District are to conduct work.

- Review means a formal examination into identifying how to prevent similar or further related incidents or injuries.

- Risk Assessment the overall process of hazard identification risk analysis, and risk evaluations.



Workplace	a location that is owned or operated by the school district where workers of the school district carry out their work. This includes but is not limited to: district offices, maintenance shops, bus depots and buses, and schools – of all types
Threat	An expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet, or made by gesture.
Violence	(Workplace 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.
Type I	Criminal activity where there is no legitimate relationship to the school district or its workers (member of the public unknown).
Type II	Customer/Client including parents and family members, students, or contractor/visitors. In the K-12 sector the following three (3) sub-categories of Type II violence are suggested: i) Type IIa violence – Parents/Guardians/Family member’s actions towards workers. ii) Type IIb violence – Students dysregulation towards workers. iii) Type IIc violence – Contractors/visitors actions towards workers.
Type III	violence carried out by a worker towards (an)other worker(s)*.
<p>*Worker to Worker violence occurrences are not currently covered by the definition of Workplace Violence under section 4.27 of the Regulation. Inappropriate Worker to Worker behaviour is covered under OHSR section 4.25.</p>	
Type IV	Violence originating from a personal relationship where the perpetrator has a personal relationship with the intended victim, and there is no association with the workplace, this includes domestic violence.



2. Responsibilities

2.1. Responsibilities of Employees

All employees are responsible to:

- a. Refrain from engaging in or encouraging workplace violence.
- b. Report all instances of actual or suspected workplace violence to their principal/supervisor.
- c. Actively participate in risk assessments.
- d. Follow safe work instructions and give feedback where deviations from a safe work instruction is necessary.
- e. Participate in the investigation of violent incidents.

2.2 Responsibilities of Principal/Supervisor

- a. Ensure that a workplace violence risk assessment has been completed, documented, reviewed and made available to staff.
- b. Review submitted workplace violent incident reports and determine if a team review is required.
- c. Ensure that an investigation/review of the incident is completed and documented.
- d. Implement corrective actions and ensure its effectiveness.
- e. Ensure that workers have been made aware of the workplace violence prevention practices including information when working with a person with a history of violence.

2.3 Responsibilities of the District

- a. Ensure that workplace violence prevention procedures, policies and work arrangements are established, implemented, and maintained.
- b. As necessary, ensure that site-based teams receive assistance to support them in workplace violence prevention at their site.

3. Safety Protocol

- a. Workers should not jeopardize the health and safety of any person (including self) if there is a reasonable case to believe that responding to a violent situation may create an undue health and safety hazard. Where appropriate, workers are expected to retreat to a safe area and summon assistance. Where a situation arises out of student dysregulation, an appropriate response may include creating and maintaining space.
- b. Where there is concern that a student or any other worker may engage in violence, a safety plan must be written.



4. Prevention

4.1. Risk Assessment

- a. A risk assessment must be completed at each school/location by the principal/supervisor in collaboration with the Joint Health and Safety Committee and workers who may be at risk.
- b. The risk assessment must include consideration of previous experience in the workplace, experience in similar workplaces and the location and circumstances in which the work will take place.
- c. Where a school has identified a risk of *violence* to a worker, the principal/supervisor will provide a copy of the risk assessment to all workers.
- d. The principal/supervisor is responsible for ensuring the implementation of appropriate procedures, instructions or work arrangements to eliminate and where elimination is not possible to minimize the risk of workplace violence with consideration for the hierarchy of controls.
 - i. The hierarchy of controls includes engineering, administrative, and personal protective equipment.

5. Reporting Incidents

- 5.1. If an incident at a workplace occurs the principal/supervisor shall, in consultation with the affected employees and an employee representative from the Joint Health and Safety Committee (if available) take the following actions:
 - a. Assess the situation to determine if the employee has been physically injured or emotionally traumatized or is at risk of such injury.
 - b. Arrange, as appropriate, for first aid treatment through the site First Aid Attendant, calling 911 emergency response, and/or arrange for further treatment as necessary.
 - c. Advise the employee to consult with a physician as appropriate.
 - d. Provide the employee with the workplace violence incident reporting form.
- 5.2. If First Aid is not required, the worker or where treatment is required another person knowledgeable about the incident must complete a *Violent Incident Report Form* and submit to the principal/supervisor.



6. Review of Incidents

- 6.1. All submitted reports will be reviewed by the principal/supervisor as soon as possible, but within 48 hours' in order to determine if:
 - a. The incident meets the definition of workplace violence,
 - b. Immediate attention is required to ensure a safe workplace, and
 - c. Any of the following have occurred, necessitating an employer investigation or a review of the incident:
 - i. The worker involved required or sought medical attention for the injuries sustained during a *workplace violence* incident or a near miss with a potential to cause serious injury.
 - ii. The worker involved has sustained an injury that will result in time-loss from work.
 - iii. The incident involved a student, and the incident intensity was high and the impact to the worker's mental health was high, or
 - iv. The incident involved a member of the public known or unknown to the workplace.
- 6.2. Where an investigation is required, it will be completed within 48 hours' by management personnel in collaboration with an employee representative of the school/department JOHSC (if reasonably available).
- 6.3. A review is required when the incident involves students and will be completed within 48 hours' by management personnel in collaboration with the School Based Team, and an employee representative of the school/department JHSC (if reasonably available).
- 6.4. A copy of all investigation reports must be forwarded to Human Resources at the time of completion. Investigation reports will include a copy of the Workplace Violence report.

7. Orientation of Staff

- 7.1. Where staff or students are known who may display violent behaviours, the principal/supervisor will include the following in orienting staff to the risk of violence and to the nature and extent of the risk:
 - a. Review of this administrative procedure
 - b. Current action plans, including safe work instructions for the work site
 - c. Emergency procedures in the event of an issue; and
 - d. Reporting procedures.



8. Annual Review and Training

- 8.1. Each principal/supervisor shall conduct an annual review with staff members of the principles and procedures and regulations set out herein, including:
 - a. Review of the definition of workplace violence in this procedure and applicable Workers' Compensation Board of British Columbia policies and guidelines.
 - b. Each staff member's responsibility to report immediately, incidents of workplace violence directed toward them.
 - c. Any workplace violence strategies developed by the District specific to the work site.



Briefing Note

TO: Education Committee

FROM: Cheryl Lenardon

DATE: November 8, 2022

RE: POLICY 520 Smoking & Smokeless Tobacco Restrictions

BACKGROUND

The [Tobacco and Vapour Products Control Act](#) 2.2 and [Regulation](#) came into effect in 1996. Subject to the Act a person must not smoke or use tobacco products, including e-cigarettes, or hold lighted tobacco or ignited e-cigarettes, in or on school property. Enclosed spaces that are workplaces or open to the public and work vehicles are also subject to the prohibition, and there are prescribed distances that must be maintained from doorways and air intakes.

[Board Policy 3518 SMOKING & SMOKELESS TOBACCO RESTRICTION](#) was adopted in 1990, updated November 2014, and confirmed in April 2018. The policy clearly intends that the restriction apply to all worksite properties whether or not the property includes areas not covered by the legislation such as outdoor property beyond the prescribed distance from a doorway or air intake.

The policy does not reference the Act and includes specifics about inclusions on forms that are more appropriately addressed by administrative procedure. Minor changes have been made in the draft presented for consideration that refer to the related legislation and administrative procedure and allow for a modernized interpretation of signage. The updated policy, if adopted, will be renumbered consistent with the new system established.

The expressed intention of the original policy has not been altered by these updates.

RECOMMENDATION

This was recommended by the Policy Committee in April 2022 for approval by the Board. The recommended motion was missed on the April Board Meeting Agenda and is coming to the Board this month.



DRAFT POLICY 520 – SMOKING AND SMOKELESS TOBACCO RESTRICTIONS

The Board acknowledges the importance of providing healthy learning and working environments and recognizes the significant health hazard implicit in the use of tobacco products.

The Board is committed to the prohibition of smoking and smokeless tobacco on school property, workplaces, and district-owned vehicles as required by the Tobacco and Vapour Products Control Act and on school district property in general.

1. All smoking including tobacco and electronic cigarettes, and the use of smokeless tobacco or holding lighted tobacco are prohibited in all schools, school district buildings, school district property, buses, and district vehicles, with a limited exception for the ceremonial use of tobacco in or on school property.
2. District owned employee residences are exempt from these regulations.
3. User groups will be advised of these regulations and that the right to use facilities may be withdrawn if smoking or the use of smokeless tobacco occurs during an event.
4. Signage will be posted in all schools, school district buildings, school district property, buses, and district vehicles advising of the prohibition of use of tobacco and vapour products.



School District No. 27 (Cariboo-Chilcotin)

SMOKING & SMOKELESS TOBACCO RESTRICTION

Policy No. 3518

Effective: November 2014

Initial Adoption: October 1990

Policy

The Board acknowledges the importance of providing healthy learning and working environments and recognizes the significant health hazard implicit in the use of tobacco products.

Regulations

1. All smoking, including tobacco and electronic cigarettes, and the use of smokeless tobacco or holding lighted tobacco are prohibited in all schools, school district buildings, school district property, buses, and district vehicles, with a limited exception for the ceremonial use of tobacco in or on school property.
2. District owned employee residences are exempt from these regulations.
3. User groups will be advised of these regulations. Forms used to book facilities will warn user groups that the right to use facilities may be withdrawn if smoking or the use of smokeless tobacco occurs during an event.
4. "No Smoking" signs will be posted in all schools, school district buildings, school district property, buses, and district vehicles.



Briefing Note

TO: Policy Committee

FROM: Chris van der Mark

DATE: November 8, 2022

RE: Policy Development

BACKGROUND

Over the course of the last 2 years, the SLT and Board have nearly revised and updated the entire SD27 Policy Landscape. This has also resulted in a new, functional set of Administrative Procedures that is current and consistent. Moreover, as AP's they are much easier to change in the event of legislative or other change drivers.

It is fairly remarkable how much has been done!

DISCUSSION

Only 3 sections and 5 policies are left for revision:

3000 Series (Business and Non-Instructional)

- 3270.2 Disposal of Owned Land or Improvements (2002)
- 3511 Emergency Preparedness Plan (2010)
- 3511.1 Emergency Evacuation Procedures Including Bomb Threats (2007)

4000 Series ((Personnel)

- 4111.14 Violence in the Workplace (under review)
- 4117 Performance Review of Superintendent (2013)

5000 Series (Students)

- 5141.1 Health Promoting Schools (under Review)
- 5142 Student Safety and Care

We are currently reviewing:

4111.14 Violence in the Workplace
5141.1 Health Promoting Schools



We will then look to finish off the remaining out of date policies, likely starting with the emergency preparedness pieces and student care and safety.

The Senior Team will continue to develop APs as needed will bring them forward to committee for information.

SD27 POLICIES – TO BE REVIEWD:

Business and Non-Instructional (3000 Series)	
<u>3270.2 Disposal of Board Owned Land or Improvements</u>	Effective: June 2002
<u>3511 Emergency Preparedness Plan</u>	Effective: January 2010
<u>3511.1 Emergency Evacuation Procedures Including Bomb Threats</u>	Effective: June 2007
Personnel (4000 Series)	
<u>4117 Performance Review of the Superintendent of Schools</u>	Effective November 2013
Students (5000 Series)	
<u>5142 Student Safety and Care</u>	Effective: June 2012, Confirmed: February 2017
Instruction (6000 Series - Under Review)	

DEVELOPED ADMINISTRATIVE PROCEDURES (APs):

Section 200 - Communications and Engagement	
<u>AP 210 - Communications</u>	Developed: February 2021 / Amended: December 2021
<u>AP 240 - Volunteers in Schools</u>	Developed: March 2021
Section 300 - Students, Instruction and School Operations	
<u>AP 300-001 - Student Reporting Practices</u>	Developed: January 2021
<u>AP 300-002 - Practicum Placements for Teaching Programs</u>	Developed: February 2021 / Amended: October 2022
<u>AP 300-003 - Child and Youth in Care</u>	Developed: January 2021
<u>AP 300-004 - Practicum Placements for Non-Teaching Programs</u>	Developed: March 2021 / Amended: April 2021
<u>AP 310 - Animals in Schools for Educational Purposes</u>	Developed: January 2022



<u>AP 300-001 - Student Reporting Practices</u>	Developed: January 2021
<u>AP 310-1 - Therapy Dogs</u>	Developed: November 2021
<u>AP 310-2 - Assistance Dogs</u>	Developed: November 2021
<u>AP 312 - Police Involvement with Students</u>	Developed: November 2021
<u>AP 315 - Learning Resources</u>	Developed: May 2021 / Amended: November 2021
<u>AP 320 - Student Suspensions</u>	Developed: January 2021
<u>AP 325 - School Fees</u>	Developed: October 2021 / Amended: January 2022
<u>AP 330 - School of Choice</u>	Developed: January 2021 / Amended: January 2022
<u>AP 332 - Catchment Area</u>	Developed: February 2021
<u>AP 340 - International Travel and Field Trips</u>	Developed: December 2020 / Amended: March 2022
<u>AP 360 - School Completion (Evergreen Certificate)</u>	Developed: March 2021
<u>AP 370 - Student Scholarships</u>	Developed: June 2021
<u>AP 380 - Board/Authority Authorized Course</u>	Developed: February 2022
<u>AP 385 - Work Experience</u>	Developed: May 2021 / Amended: April 2022
Section 400 – Human Resources	
<u>AP 400-001 - Leaves of Absence</u>	Developed: December 2021
<u>AP 410 - Hiring Practices</u>	Developed: March 2021
<u>AP 420 - Respectful Workplaces</u>	Developed: December 2020 / Amended: August 2022
<u>AP 430 - Whistle Blower Protection</u>	Developed: September 2020 / Amended: February 2021
<u>AP 440 - Retirement Recognition</u>	Developed: May 2021
<u>AP 450 - Non-Certified Teachers-On-Call</u>	Developed: October 2021
<u>AP 400-001 - Leaves of Absence</u>	Developed: December 2021



Section 500 – Health and Safety	
<u>AP500-001 - Duty to Report Suspected Child Abuse and Neglect</u>	Developed: February 2021
<u>AP500-003 - Medical Alert</u>	Developed: February 2021
<u>AP 500 - Anaphylaxis</u>	Developed: January 2021 / Amended: September 2021
<u>AP 510 - Protection of Students and Maintenance of Order</u>	Developed: April 2021 / Amended: December 2021
<u>AP 550 - Restraint and Seclusion</u>	Developed: January 2021
Section 600 – Finance and Business Operations	
<u>AP600-001 - Teacherages</u>	Developed: February 2021
<u>AP600-002 - Site Selection - New Schools</u>	Developed: February 2021
<u>AP 610 - FOIPPA</u>	Developed: January 2022
<u>AP 610-1 - Privacy Breach</u>	Developed: January 2022
<u>AP 610-2 - Video Surveillance</u>	Developed: January 2022
<u>AP 610-3 - FOIPPA Table</u>	Developed: January 2022
<u>AP 620 - Network Acceptable Use</u>	Developed: December 2020
<u>AP 640 - Purchasing</u>	Developed: October 2021
<u>AP 640-1 - Tender</u>	Developed: December 2021
<u>AP 650 - Boarding Allowance</u>	Developed: October 2021 / Amended: April 2022
<u>AP 660 - Protection of School District Records When Away from the Workplace</u>	Developed: January 2022
<u>AP 670 - Records Management</u>	Developed: January 2022
<u>AP 670-1 - Schedule of Retention Periods</u>	Developed: February 2022
<u>AP 680 Disposal of Real Property .pdf</u>	Developed: February 2022
<u>AP 690 - Donations and Sponsorships</u>	Developed: February 2022



Section 700 – Facilities and Transportation	
AP700-001 - Vandalism to School Property	Developed: February 2021
AP 710 - Naming of Facilities	Developed: February 2021
AP 720 - School Bus Conduct	Developed: December 2021
AP 730 - Community Use of Facilities	Developed: September 2022 / Amended: October 2022
AP740 - Alcohol on School Property	Developed: December 2020
AP 770 - Transportation	Developed: January 2021
AP 670-1 - Schedule of Retention Periods	Developed: February 2022

RECOMMENDATION

None. Information Only