RISK/THREAT ASSESSMENT PROTOCOL

Belief

All students and staff are entitled to work and learn in environments that are safe, caring and secure.

Guidelines

1. Students, employees, school volunteers, contractors, and other persons shall show responsibility, understanding, sensitivity and concern for the well being of each person and will actively participate in maintaining a safe and caring learning environment.

2. Students exhibiting risk behaviors will be dealt with to address their health and safety needs, and to ensure the health and safety of students and staff.

3. Definitions of Risk Behaviors;
   3.1 Immediate Risk Behavior: A threat to harm and being in possession of a weapon.
   3.2 High Risk Behaviors: Being in possession of a weapon, sexual intimidation, fire setting, and making bomb threats and threats to kill or injure others.
   3.3 Worrisome Behaviors: Drawing pictures, writing stories or making vague statements that do not, of themselves, constitute uttering threats as defined by law but are causing concern because of their violent content.

4. Risk/threat assessments and intervention procedures will be initiated when required.

5. Risk/threat assessments and intervention procedures are best conducted through a multi-disciplinary team approach.

6. At the start of every school year students, parents and staff shall be provided with information about the protocol and procedures so that “fair notice” is given that risk behaviors will not be tolerated (see Form 170-1).

7. Any person in a school or on a school bus having knowledge of students exhibiting risk behaviors, or having reasonable grounds to believe there is a potential for risk behaviors, shall immediately report the information to the Principal or designate.

8. No action shall be taken against a person who makes a report unless it is made maliciously or without reasonable grounds. In cases where a report is made maliciously, the person shall be dealt with accordingly.
9. The principal shall ensure that all students exhibiting risk behaviors are taken seriously, assessed accordingly, and responded to appropriately.

10. When a student exhibits immediate risk behaviors, the Principal or designate shall contact the police without delay, and take steps to ensure the safety of all those in the school by activating established security procedures. The Principal shall notify the Director of Support Services as soon as possible following contact with police.

11. When a student exhibits high risk behaviors the Principal or designate shall:

   11.1 Initiate stage one of the Risk/Threat Assessment Protocol. Stage one involves data collection only: determining the facts of the incident, who was involved as well as the motivation and mitigating factors. Prior to making a decision to remove the threat-making student from the school, the Principal shall ensure a threat assessment trained Family School Liaison Worker or Counselor has interviewed the student to establish motivation and mental status.

   11.2 Upon completing stage one, the Principal or designate shall contact the Director of Support Services to proceed to stage two of the protocol. Stage two involves engaging the support of the Community Risk/Threat Assessment Team.

12. The Principal shall notify the parents/guardians of the student making a threat at the earliest opportunity, as well as the parents of those students against whom the threat was made.

13. In order to protect others and/or the threat maker, the threat maker may be suspended from school during the assessment period.

14. The Community Risk/Threat Assessment Team shall guide the process from initial assessment of the data, to planning interventions to decrease risk, to plans for reentry to school where a suspension has occurred.

15. If circumstances warrant, and following the completion of necessary assessments, the Community Risk/Threat Assessment Team may work with the student and their parents/guardians to develop a re-entry plan for school that becomes a signed contract by all participants.

16. Counselors or Family School Liaison Workers shall ensure that appropriate support is provided to those against whom threats have been made or others as necessary.

17. If necessary, the Principal shall notify staff and parents within a reasonable time period when the protocol has been activated as a result of immediate or high-risk behavior. In consultation with the Director of Support Services, information will be shared strategically and in a manner that decreases anxiety while protecting the confidentiality of those involved.
18. When dealing with students who exhibit worrisome behaviors, staff shall consult with the Counselor or Family School Liaison Worker, inform the Principal, and contact the parents/guardians.

19. The Principal shall consult with the Counselor or Family School Liaison Worker and other appropriate staff as to whether or not a risk/threat assessment needs to be conducted.

20. When a risk/threat assessment is performed the Director of Support Services shall be responsible for completing a Risk/Threat Assessment Report, which shall be placed in the student’s cumulative file.

21. The Director of Support Services is responsible to ensure the effective implementation of Risk/Threat Assessment Protocol in the Division.

Reference: Section 12, 24, 45 School Act  
Section 264.1(1) Criminal Code of Canada