

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION D: STAFF AND VOLUNTEERS**

<b>ASSAULTS AGAINST BOARD EMPLOYEES</b>	<b>PROCEDURE</b>
<b>EFFECTIVE:</b> 2000 12 01 / 2006 11 21 / 2011 04 13 / 2013 03 05	

**ADMINISTRATIVE PROCEDURES:**

**1.0 Responsibility**

- 1.1 The employee, or if necessary, a colleague is to inform the principal or immediate supervisor at the earliest opportunity, and the principal in turn is to inform the superintendent. that an assault has taken place.
- 1.2 In the event the injury to the employee is critical, the principal or immediate supervisor is to make an immediate contact with the senior administrator responsible for Human Resource services, who will contract the Ministry of Labour accordingly.
- 1.3 In the event of a critical injury, the Ministry of Labour will provide direction, otherwise the principal or designate is to conduct an immediate investigation into the assault, establishing facts and questioning witnesses.
- 1.4 The principal or designate will make a written report of the events, times and witnesses, and send a copy of the report to the superintendent in charge of that school.
- 1.5 The principal or designate will also complete a Workplace Accident/Incident report and forward to Human Resource Services.

**2.0 Expectations**

- 2.1 The employee is to receive immediate medical attention where warranted and medical verification of the assault is to be obtained.
- 2.2 Where the alleged assailant is an employee, the principal or immediate supervisor ensures there is no further contact between the employees and makes an immediate contact with the senior administrator for Human Resource Services for direction and to conduct the investigation.
- 2.3 Where the alleged assailant is a student in the school, the principal immediately reassigns the student temporarily, pending the investigation into the matter. Based on the outcome of the investigation, either the student or the employee may be reassigned permanently. The decision on reassignment will be guided by mitigating factors, such as those outlined in the Student Discipline Policy, and by the availability of alternative placement for the student and/or the employee.

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**3.0 Additional Information**

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

**DEFINITIONS:**

Critical Injury means an injury of a serious nature that:

1. places life in jeopardy
2. produces unconsciousness
3. results in substantial loss of blood
4. involves the fracture of a leg or arm but not a finger or toe
5. consists of burns to a major portion of the body, or
6. causes the loss of sight in an eye