

Violence Prevention Checklist – For ETFO Members

Are you safe from workplace violence? Use this checklist to ensure protections are in place at your school. If you are **currently at risk of injury from violence**, raise the issue with your administrator and health and safety representative immediately and review [ETFO's Violence Work Refusal Checklist](#).

Notification of risk

- Before I encounter any student with a history of violent behaviour, I am always provided with key information from student safety plans, including how to respond.

Effective safety plans

- If I follow the safety plans to recognize, de-escalate, intervene, and call for assistance, I will be safe from being harmed by a violent incident.
- I have been provided with all resources mentioned in the safety plan, including personal protective equipment (PPE), training, adequate facilities, equipment, and student programming.
- If anyone needed to carry out the safety plan is absent, there is a contingency plan to ensure that roles in safety plans are filled by other trained staff.

Summoning immediate assistance

- I have a way to call for support if violence occurs or may occur.
- When I call for support, it arrives promptly.

Reporting violent incidents

- I have been trained to use the online reporting tool to report all violent incidents, all Safe Schools incidents, and all physical and psychological injuries.
- I am never discouraged from reporting violent incidents, regardless of any mitigating factors.

Responding to violent incidents

- When I report a violent incident, my principal acknowledges the report, investigates, and takes steps to prevent a recurrence, including updating safety plans and conducting risk reassessments if needed.
- When my principal responds to a violent incident, I do not feel blamed for the incident. Actions taken don't just protect me from violence (e.g., PPE, instructions to maintain distance) but also try to address the root cause of the behaviour.
- I am included in the debrief meetings following violent incidents and I am consulted when safety plans are being developed or updated.

Members who find that the protections on this checklist are not in place should speak to their administrator or health and safety representative, and if needed, call their local ETFO office. More resources are available in the ETFO Action on Violence Toolkit at etfohealthandsafety.ca.