



**POLICY**  
**SUBJECT:**  
**APPROVAL DATE:**  
**REVISION DATE:**  
**PAGE:**

**GBEAA**  
**STAFF ABUSE**  
December 13, 1994  
**February 16, 2004**  
1 of 1

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## 1. GENERAL

The Board of Trustees of The Winnipeg School Division is responsible for ensuring a safe environment for its students, employees, and other people within its facilities.

- 1.1 The Board will not tolerate acts of abuse by any person against staff who are performing duties arising out of employment with the Division and will ensure that action be taken:
  - a) under the Public Schools Act, including suspension and/or expulsion, when students are involved,  
  
and/or
  - b) under the policies of the Division, the Criminal Code and other penal statutes against any offenders of this Policy.
- 1.2 The school principal is expected to exercise judgment in taking the action which he/she deems appropriate in any given circumstance involving the abuse of staff.

## 2. DEFINITION OF TERMS

- 2.1 Physical abuse shall be considered acts of physical violence by any individual against staff and/or members of their families such as hitting, kicking or slapping, which arise in or out of the employment relationship.
- 2.2 Verbal or emotional abuse shall be considered acts, such as insults, obscene gestures or language, harassment based on gender, race or lifestyle, the threat of violence by any individual against a staff member or his/her family, and/or non-verbal threats which arise in or out of the employment relationship.
- 2.3 a) Property damage shall be considered acts, such as damage to personal property of staff members which occur as a result of the employment relationship.  
  
b) The Division has no liability for loss of or damage to employees' personal property.

## 3. RESPONSIBILITY

- 3.1 The Chief Superintendent shall be responsible for the development and implementation of a protocol to deal with alleged acts of abuse to staff.
- 3.2 The school principal shall be responsible for the implementation of this policy at the school level.

## 4. DISCIPLINE

- 4.1 a) Students who are proven to have been involved in the abuse of staff shall be subject to being disciplined in accordance with the discipline policies of the school and the Board's policies on suspension and expulsion of students.  
  
b) Depending on the nature of the abuse, the incidents may be referred to the City of Winnipeg Police or Child and Family Services for appropriate action.
- 4.2 Individuals who are not students of the Division who are involved in the abuse of staff shall be dealt with in accordance with the policies of the Division, the Public Schools Act and/or the Criminal Code or other penal statutes.



**ADMINISTRATIVE RULE/  
PROCEDURE**                    **GBEAA-R**  
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**PAGE:**                          1 of 1

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Regulations governing procedures and operations for staff abuse as determined by the Chief Superintendent

**1. PROCEDURES:**

Subject to The Public Schools Act and regulations, the following guidelines are intended as procedures to be followed in the event of a staff member being abused by a person from within or outside the school in relation to his/her duties, and to ensure that appropriate supports are available to that person.

- 1.1 The staff member (or, if necessary, a colleague) should immediately inform the principal/supervisor of the abuse and identify the abuser where possible.
- 1.2 An appropriate course of action will be determined by the principal/supervisor in consultation with the staff member:
  - a) medical attention and/or counselling, if necessary, will be sought for the staff member;
  - b) a decision whether or not to continue working for that day will be made;
  - c) the abuser will be removed from the premises, if deemed appropriate;  
and,
  - d) measures will be identified to protect the staff member from any further abuse.
- 1.3 The principal/supervisor will conduct an immediate investigation of the abuse, establishing fact, questioning witnesses, and informing police, if necessary. The principal/supervisor will determine if disciplinary action is required and make appropriate recommendations to the superintendent/department director when necessary.
- 1.4 If the principal/supervisor recommends Divisional support, he/she will inform the superintendent/department director of the occurrence, actions taken, and will write a report summarizing all of the information gathered in the investigation. This report will include a listing of the supports provided to the staff member and supports which are recommended. If the staff member required medical attention, an employee accident form will be part of the report submitted to the Division. (Note Appendix C)
- 1.5 The staff member will receive appropriate support from school and Division administration as defined within the scope of the policies and procedures of the Division (e.g. counselling, legal rights, etc.)
- 1.6 The staff member will be informed of follow-up activities and outcomes.
- 1.7 If a principal/supervisor is the victim in the abuse situation, the appropriate superintendent/ department director will be informed and will implement the procedures as outlined.