

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
VTRA	OPR D - 41	APPROVED: AUGUST 2019

POLICY STATEMENT

Parkland College is committed to making each and every one of our locations safe. As such, we will respond to any and all behaviours that may pose a risk of violence to learners, staff, visitors, and members of our communities using the Violence Threat Risk Assessment (VTRA) method to assess and identify interventions to prevent violence. This policy applies to all employees and learners of Parkland College.

COMMITMENT

Early intervention and open communication by Parkland College is intended to reduce and manage violence at the college and in the communities that we serve.

We will work together for the benefit of our learners, staff and communities by:

- Building working relationships based on mutual respect and trust
- Working in ways that promote safe, caring and restorative classroom/college environments and practices
- Involving stakeholders in planning for services and supports
- Realizing that working together successfully is a process of learning, listening and understanding one another
- Being patient, trusting and working together to help individuals become happy, healthy, active, involved and caring members of the community

PURPOSE

The purpose of a Violence Threat Risk Assessment is to:

- Ensure and promote the emotional and physical safety of learners, staff, the person making the threat and others
- Ensure a full understanding of the context of the threat
- Understand the factors that contribute to the threat maker's behavior
- Be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- Promote the emotional and physical safety of all

RESPONSIBILITIES

Employee Responsibilities

- Be aware of behaviors and threats.
- Be attentive to changes in baseline behavior.
- Report any concerns to your local VTRA Lead.

Duty to Report

To keep the college communities safe, staff, learners and community members must report any worrisome, high-risk and immediate threat-related behaviors to the PC-VTRA Lead or Back-up

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Lead at their location. If the Lead and Back-up are not available, report to a PC-VTRA Committee member. When possible, the PC-VTRA Lead or Back-up Lead will ensure that the Manager of Adult Basic Education or Manager of Learner Services are informed within two hours.

Employer Responsibilities

All reports of worrisome, high-risk and immediate threat-related behaviours will be taken seriously and reviewed in a timely manner.

PC-VTRA COMMITTEE

Parkland College will have a VTRA Committee consisting of out of scope staff including representation from Human Resources / Administration and Academics / Student Services. The PC-VTRA Committee will designate a PC-VTRA Lead and a Backup Lead for each college location.

The PC-VTRA Committee is responsible for:

- Assisting staff in the identification and risk assessment of violence threats
- Identifying staff training needs related to threat assessment
- Planning and implementing initiatives to proactively address potential violence threats
- Planning and implementing procedures for pre- and post- incident
- Leading the arrangement of post-trauma debrief activities
- Collaborating, liaising, sharing and reviewing relevant information and details of threatening situations or evidence promptly with community VTRA agencies
- Making policy and procedure recommendations to Executive Management
- Liaising with the college's OH&S Committees
- Discussing and reviewing:
 - Statistics
 - Identifiable gaps
 - Protocol implementation
 - Protocol and process review and adjustment
 - Review of training needs
- Contributing to monthly meetings with applicable VTRA Management Teams

TRAUMATIC EVENT RESPONSE

Support for staff and learners will be made available immediately following a traumatic event, and for a period of time, including in the "critical periods" following the traumatic event as outlined in the Traumatic Event Response (TER) Plan.