

8.15.4 Employee Safety Plan Template

Student	Team Members
Date: _____	Principal: _____
Name: _____	IST: _____
DOB: _____	Classroom Teacher: _____
School: _____	Other: _____
Grade: _____	Other: _____

Objective: To ensure that staff working with the student are aware of responses and safety procedures in place to maintain a safe, productive learning environment for the student and staff.

Safety Issue: The student, on occasion, will

1. Planning Information:

Staff working with _____ will read and sign this safety plan.

Key Understandings about Student (Provide a brief positive profile of this student)

Strengths:

Interests:

2. Prior Events:

Behaviours are more likely in the presence of certain early warning signs:

Prior Events (Prior situations/events that predict the student will have more difficulty in a day e.g., missing breakfast, morning routine off, feeling sick, constipation, allergies, medication effects, negative interactions with peers/siblings before school)	Strategies (Immediate actions to take when the student presents as anxious, unwell or upset - steps to prevent escalation e.g., monitor the student upon entry, Plan B day, offer breakfast)

3. Immediate Triggers:

Be aware of situations and events that are immediate triggers for the escalation of behaviour:

Immediate Triggers (Actions or events that often occur immediately before problem behaviour e.g., verbal overload, non-preferred task demand, noisy environment, unstructured social situation, student perceives someone is upset with them, unpredicted change of routine, being corrected, hearing NO)	Strategy (Immediate actions to prevent escalation e.g., warning before transitions, allow processing time, break outside of room if too noisy, monitor tone of voice to use with student. Avoid strategies that need implementation time - these are for a behaviour plan. Focus on actions that anyone can use immediately.



4. **Crisis Response Plan:** (Staff responses to student's behaviour. Remove examples.)

Designated staff will implement the following crisis management plan when necessary.

Precursor Behaviours (What you see)	Staff Responses (What you do)
Anxiety: (Noticeable increase or change in) e.g.: glassy eyed, tense, hunched over, repetitive language	Be Supportive: (Empathetic, non-judgmental response)
Defensive: (Cues that this student is beginning to lose the ability to think or process information) e.g.: stands up, flops down, argues...	Be Directive: (Set simple, clear, enforceable limits)
Acting Out: (Risk to self or others*)	Crisis Intervention Plan*: (Injury prevention): a) keep a safe distance. b) clear the area. c) assign one person to direct the actions of intervening adults. d) physical restraint strategies <u>as a last resort</u> when there is a danger to self/others.
Tension Reduction: (Cues that this student is calm)	Therapeutic Rapport: (Re-establish rapport - do not recriminate)

* If there is contact with body fluids, refer to SD8 Health & Safety Procedures.



5. Other Means to Minimize Risk:

(It is essential to consider any environmental factors that may affect risk, such as the wearing of clothing or jewelry, the positioning of furniture and doorways/exits, the availability of loose objects, for example).

6. Post Incident Debriefing: (ensure all involved employee(s) are included)

7. Criteria for Calling Home:

8. Reintegration Plan: (if required)

9. This Plan will be Reviewed:

- Regularly by the principal or designate, and
- If any change in behaviour occurs such that the risk of violence is different and/or an incidence of violence occurs, and
- At school health & safety meetings.

10. A 90 day Safety Plan Review Meeting will be Convened:

The principal or designate will call a safety plan review meeting if new information indicates that the safety plan needs to be reviewed or modified no longer than 90 days.

Plan Review Date (Within 90 calendar days): _____

11. Next Steps:

A Behaviour Plan is in place ☐ yes ☐ no *If “no”, create a Student Behaviour Plan.

Action (example: Behaviour plan meeting has been set, parent will take child to the doctor, school will arrange for art therapy...)	Person Responsible

Statement to be shared with Employee Safety Plan meeting participants:

Section 115 of the Workers Compensation Act requires that employers inform their workers about all known or reasonably foreseeable health and safety hazards, including workplace violence.

I have read this plan and am aware of safety procedures to be followed when

working with _____.
(Student's name)

Signature:

Title:

Date:

(DIST or DP Inclusive Ed)

Clear Form



Principal Signature

Date - Form Completed

Names of others who contributed to the risk assessment:

File in a risk assessment file with administrator and send a signed copy to District Principal of Inclusive education.