



**Toronto Secondary Unit
Ontario English Catholic Teachers' Association**

DISTRESSED TEACHER (VICTIM) PROTOCOL

Administrative Duties and Responsibilities

Procedures shall be consistent with current TCDSB policies including the Police Protocol and Respectful Workplace, as well as statutory regulations including the Ontario Human Rights Code and Ontario Health and Safety Act.

The TCDSB Harassment and Discrimination policy is committed to “providing a work environment where women, men and children can live in decency and dignity without fear of being exploited or harmed.”

Steps Involved in Addressing a Distressing Situation in a school:

- At the request of a teacher, remove the teacher from the distressing situation
- Ensure that the teacher's class is covered.
- Ensure that the distressed teacher is able to communicate privately with their staff rep or union rep designate.
- Determine whether or not police and/or ambulance should be called
- Access WSIB Form 6 or 8 and forward to teacher for their completion, if required. Explain to the teacher the importance of filling this out as a proactive measure towards their physical well-being.
- Ensure that a secondary form of support is provided for the victim (i.e. ride home, call to family member, clinic, hospital, etc.)
- Call the police if required (Police/School Board Protocol 2008 – “If a principal believes that ‘balance of probabilities’ suggest that a criminal activity with a connection to a school has occurred, the Principal must report this incident to the Police.”) This may include teacher assault as well as teacher bullying/harassment.
- Follow up with the teacher in a timely manner. Within 24 – 48 hours, the Principal shall meet with the teacher and union designate in an effort to effectively resolve or begin to resolve the distressing situation.
- Follow-up with the school community, specifically the affected teachers, by communicating to them pertinent details, as required.

Effective Follow Up may include:

- Facilitating the co-ordination of preparation and lesson planning and/or leave of absence as required
- Implementing corrective action and changes to the workplace to ensure a safe working environment
- Providing Accommodations as indicated by law, board protocols, and/or medical professionals
- Informal or formal mediation as outlined in the Respectful Workplace policy
- On- going education (PD) for all school community members
- Referral to CAREplus