

## APPENDIX E: VTRA Tools for Administrators

### High Profile Threat Incident Communication Checklist

#### Role of School Administrator:

- ✓ The following checklist serves as a guide for a High Profile Threat Incident to assist with the identification and coordination of necessary responses. This pertains to situations judged to be of moderate to high risk and where several/many students, staff and parent community members are aware of the incident. In some of these incidents, awareness is the result of media or police communication to the media. This checklist is not meant to be an all-inclusive listing of possible actions, as it is recognized that each situation presents with some unique circumstances that must be taken into consideration.
- ✓ School Administrator calls Superintendent to share information regarding High Profile Incident. (Reminder: All media requests are directed to Superintendent.)
- ✓ School Administrator ensures all members of the School and Clinical Threat Assessment Team (TAT) are contacted and threat assessment protocol is initiated (parents of threat maker notified at “earliest” opportunity after initial data collected).
- ✓ School Administrator calls Coordinator of Clinical Support Services to assist as required.
- ✓ In consultation with the Superintendent, a plan is formulated that addresses the following:
  - content of a letter to be shared with the school’s parent community, staff and students
  - information/details to be shared with the school’s parent community, staff and students
  - information/details to be shared with administrator(s) of school(s) where sibling(s) attend and determine who will make this contact
  - information/details to be shared with administrators of immediate Family of Schools and administrators of all schools in the division and determine who will make this contact
  - consider need for information sharing with external programs sharing school space, (i.e. Child Care Centre, After School programming).
- ✓ School Administrator in consultation with TAT prepares letters to school parent community and staff, determines distribution and follows-up with information/details to wider school community as determined with Superintendent.
- ✓ Prepare information/materials for staff meeting (i.e. script for students, secretaries) and all staff (teachers, EAs, secretaries, day and evening custodians) at staff meeting time.
- ✓ School Administrator calls staff meeting (including all staff in school) to share information and remind staff all media requests are handled by the Superintendent.

## APPENDIX E (continued): [VTRA Tools for Administrators](#)

### High Profile Threat Incident Communication Checklist (continued)

- ✓ Identify children/staff at risk.
- ✓ Set up counselling area based on situation and needs: consider private spaces for individual and facilitated meetings.
- ✓ Consider having adults circulate in informal areas of school/school grounds (to be a presence for students/staff/parents congregated informally).
- ✓ Provide information to immediate Family of Schools.
- ✓ Provide information to schools previously attended by student.
- ✓ Provide information to schools where siblings attend.
- ✓ Provide follow up for identified students and staff as required.

### Role of Superintendent:

- ✓ Superintendent links to School Administration for ongoing debriefing and planning.
- ✓ Superintendent links to Administration of other School Divisions (as required), media and police.
- ✓ Provides information to all divisional School Administrators and other Metro School Divisions (as required) highlighting critical period, need to inform support staff, need for heightened vigilance.

## Sample Staff Meeting Information

### STUDENT THREAT ASSESSMENT

The Pembina Trails School Division is committed to creating and maintaining school environments in which students, staff, parents and others feel safe. Schools cannot ignore any threat of violence. To this end, the Board has established a protocol for responding to student threats/high-risk behaviours.

#### ***What is a Threat Assessment?***

- A multidisciplinary team process that seeks to make an informed judgment on two questions:
  1. How credible and serious is the threat itself?
  2. Does the threat-maker appear to have the resources, intent, and/or motivation to carry out the threat?

#### ***Threat Assessment Team Membership***

- Key professionals who are trained in risk/threat assessment and by background deal with high-risk students
- Multidisciplinary – gathering data and collectively sharing information as A TEAM
- Initial Assessment: Stage 1
  - School Administrator/Designate
  - Clinician(s) (Psychology/Social Work)
  - School Team Member (Counsellor)
  - Police
  - Others
- Comprehensive Assessment: Stage 11
  - Child and Family Services
  - Psychiatry
  - Community Service Providers (MATC, Youth Emergency Crisis, Stabilization System)

#### ***Outcome – The Threat Assessment Process is working!***

#### **Things to consider:**

- Critical period: approximately two weeks following a traumatic event. Importance of teachers and school staff connection and vigilance (*for the next few weeks and in general*).
- Students will often first report concerns to individual staff members with whom they feel comfortable.
- Staff are often the first to observe changes in behavior and the dynamics of threat-making behavior.

## **Sample Staff Meeting Information (continued)**

### **Students at Risk May Display Some of the Following Characteristics:**

What should staff watch for:

- changes in grades/behaviour
- not wanting to come to school
- changes in family structure
- lack of significant adult(s) in his/her life
- lack of adult supervision
- bullying/victimization
- obsession with violence/weapons
- violent themes in art/writing
- mental health concerns
- drug/alcohol use or abuse
- withdrawn behaviour

***Students with concerns should be referred to their counsellor.***

***Staff with concerns may speak to (Psychologist), (Social Worker). Both of these individuals are trainers in Threat Assessment. Also, feel free to speak to Senior Administration if you have any questions.***