

Administrators' Preventative Action Plan for Students with Risk of Injury Behaviours

School teams are reminded of the requirement to ensure Human Rights Code related accommodations are reflected in planning, are properly implemented with consistency, and are reviewed regularly with adjustments made as needed.

ITEM		ACTION	SUPPORTING RESOURCE	NOTES
SPECIALIZED SUPPORT STAFF (SOCIAL WORK, PSYCH SERVICES, SLP)	☐	Familiarize yourself with the referral process to access specialized support staff (Social Work, Psychological Services, Speech Language Pathologists).	https://spark.ddsb.ca/en/student-and-curriculum-support/inclusive-student-services.aspx	Click or tap here to enter text.
CONSULT WITH INCLUSIVE STUDENT SERVICES TEAM	☐	Consult with Inclusive Student Services regarding community agencies that can offer support.		Click or tap here to enter text.
BEHAVIOUR LOG	☐	Initiate and ensure ongoing tracking of student behaviour.	Appendix B: Behaviour Log	Click or tap here to enter text.
REPORTING	☐ ☐	Establish process for staff to communicate their health and safety concerns. Understand the required reporting process for when a violent incident, injury or physical containment occurs.	Reporting of Violent Incidents eLearning Module (DDSB Spark)	Click or tap here to enter text.
BEHAVIOUR MANAGEMENT SYSTEMS (BMS) TRAINING	☐ ☐	Ensure applicable staff have up to date BMS Training. Practice BMS response strategies and revisit data on a regular cycle of planning	Practitioner Resources <u>for those trained in BMS</u> (including practice videos) http://www.bmst-fsgc.com	Click or tap here to enter text.
CLASSROOM SAFETY AUDIT	☐	Conduct environmental audit – school (common areas), classroom & bus.	Appendix D: Classroom, and Transportation Safety Audit	Click or tap here to enter text.
LOCALIZED SAFETY PROTOCOL	☐	Establish a localized safety protocol to secure area during a period of escalation (e.g. corridor, single classroom).		Click or tap here to enter text.
STUDENT SAFETY PLAN (SSP)	☐	Ensure a safety plan is developed, communicated and revised as necessary. Collaborative process with school team.	Refer to PowerSchool Student Programming	Click or tap here to enter text.
PROVISION OF INFORMATION (STUDENT BRIEF)	☐	To be shared with all permanent and occasional staff. Consult with FOS System Lead and/or ISS System Lead for assistance. <i>Ensure confidentiality is maintained.</i>	Student Brief - DDSB Spark	Click or tap here to enter text.

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DEBRIEF	☐	Establish a process to debrief with staff after an incident. Use the “Incident Debriefing Form” to guide and document your discussion. Complete debrief in a timely manner.	Appendix H - Incident Debriefing Form	Click or tap here to enter text.
RADIO PROTOCOL	☐	Establish radio protocol to summon assistance. Review with supporting staff.	Consult with ISS Instructional Facilitator	Click or tap here to enter text.
CONTINGENCY PLAN FOR STAFF ABSENCES	☐	Ensure occasional/temporary employees have the qualifications, skills, and/or experience to meet the demands of the assignment or that the remaining staff members in the classroom can safely supervise the student. Consider an internal shuffle. Notify staff when contingency plans are in place. Supply handbooks current.		Click or tap here to enter text.
TRANSITION PLANNING	☐	If new student to the school, consult with sending Administrator and parents/guardians to establish the transition plan/team/timelines and proceed with above “Action Plan” Met with staff/classroom support staff, who will directly support the student, to share information from the students’ IEP, Transition Plan and Student Safety Plan and complete safety audit, student brief, and/or update to Student Safety Plan.	Appendix E,F,G: Receiving Administrator Checklist for Safe Transfer of Student Who Demonstrates Risk of Injury Behaviours	Click or tap here to enter text.
REGULAR, ONGOING COMMUNICATION WITH PARENTS/GUARDIANS/CAREGIVERS	☐	Establish a process for ongoing communication with parents/guardians/caregivers of students who present risk of injury behaviours.		Click or tap here to enter text.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	☐	Consultation with Inclusive Student Services and Health & Safety team members to assess the program and further needs.	Classroom Support Staff Go-To Guide for Health & Safety	Click or tap here to enter text.