



LYNCOURT

UNION FREE SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION
LYNCOURT UFSD
TRAINING – APRIL 2024

Workplace Violence Prevention (WVP)

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Part 01 – History of WVP

- What is the purpose of WVP?
- What are the requirements of WVP?
- How did WVP come about?

Purpose and Goal of WVP

The purpose of the WVP program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence.

The goal of this program is to reduce the risk of workplace violence to employees and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible.

At the core of this Workplace Violence Prevention Program is the Lyncourt UFSD's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

Annual Requirements

The threat of violence is always changing. The regulation has several annual requirements to ensure that the program is working and is up to date.

Each year public employers must:

- Review & analyze incident report forms to identify trends and to determine if existing control measures are effective
- Review and update the written program, as needed, to reflect changes or update control measures
- Update the training program as needed
- Provide annual training for all employees (at Lyncourt, we will do this with along with other mandated trainings at the beginning of the year)

Workplace Violence Prevention in NYS Law (Why are we doing this now?)

On June 7, 2006, NYS labor law was updated to require every public employer to implement programs to minimize the hazard of workplace violence to public employees. At the time, public schools and BOCES were excluded, as schools were already required to develop school safety plans.

The updated law went into effect on January 4, 2024 which requires **all** public employers, including public schools and BOCES, to develop workplace violence prevention programs.

Part 02 – WVP at Lyncourt

- Definitions
- Lyncourt's WVP Policy and Program
- Lyncourt's WVP Committee
- Lyncourt's Risk Evaluation and Control Measures

What is Workplace Violence?

Workplace violence is any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- 1) An attempt or threat, whether verbal or physical, to inflict injury on an employee
- 2) Any intentional display of force which would give an employee reason to fear or expect bodily harm
- 3) Intentional and wrongful physical contact without his or her consent that entails some injury
- 4) Stalking an employee to cause fear of harm to the employee's physical safety and health when such stalking has arisen through and in the course of employment

WVP Policy and Program

- Board Policy #6190 was adopted January 9, 2024 and can be found with other BOE policies at <https://www.lyncourtschool.org/districtpage.cfm?pageid=56>
- The Workplace Violence Prevention Program has been emailed to you along with this training. It will be placed on the school website on the Business Office page and a hard copy will be available in the staff room. You can also contact me at:

Designated Contact Person: David Shaw

Title: School Business Administrator

Department: District Office

Phone: (315) 313-7965

E-mail: dshaw@lyncourtschool.org

Lyncourt's WVP Committee

- Thank you to the following committee members who assisted in the development of Lyncourt's WVP Program:

David Shaw, SBA

Margaret Delvecchio, LTA Representative

Debra Lanty, LTA Representative

Deborah Bittel, SEIU Representative

Dana Darling, Ast. Director of Facilities

Kimberly Davis, Principal

Jeffrey Kissock, SRO

James Austin, Superintendent

WVP Risk Evaluation and Control Measures

- Lyncourt's WVP Committee completed a workplace risk evaluation, consisting of:
 - A record examination to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.
 - An assessment of administrative risk factors, including all relevant policies, practices, and procedures that may impact the risk of workplace violence
 - An evaluation of the physical environment for factors which may place employees at risk of workplace violence
- Risk factors identified during the examination, assessment and evaluation are listed in Attachment 3 of the WVP program, along with the control methods and means by which each risk is being addressed by Lyncourt UFSD.
- The next four slides list the risk factors and control methods for Lyncourt UFSD

WVP Risk Evaluation and Control Measures

Identified Risk	Selected Control(s)	Comments
Student to Staff Interactions: <ul style="list-style-type: none"> - Kicking - Hitting - Biting - Weapons 	Work Practice Controls	<p>Employment of security personnel:</p> <ul style="list-style-type: none"> - School Resource Office (SRO) <p>Training employees on de-escalation:</p> <ul style="list-style-type: none"> - Therapeutic Crisis Intervention (TCI) - Response to Intervention (RtI) - Behavioral Intervention Plans (BIPs) - Individualized Education Plans (IEPs) - Limiting access to potential weapons <p>Communication:</p> <ul style="list-style-type: none"> - Let your supervisor know of any existing or potential concerns with workplace violence as soon as possible. - "If you see something, say something" - See attachment 5 of this document for the WVP incident report

WVP Risk Evaluation and Control Measures

Identified Risk	Selected Control(s)	Comments
Staff to Staff Interactions	Work Practice Controls	<p>Employment of security personnel</p> <ul style="list-style-type: none">- School Resource Office (SRO) during school day <p>Training employees on de-escalation:</p> <ul style="list-style-type: none">- Therapeutic Crisis Intervention (TCI)- Limiting access to potential weapons <p>Communication:</p> <ul style="list-style-type: none">- Let your supervisor know of any existing or potential concerns with workplace violence as soon as possible.- <i>“If you see something, say something”</i>- See attachment 5 of this document for the WVP incident report

WVP Risk Evaluation and Control Measures

Identified Risk	Selected Control(s)	Comments
<p>Public to Staff Interactions:</p> <ul style="list-style-type: none"> - During School Day - After Hours - Events (Open Doors) - Off Campus 	<p>Engineering Controls</p>	<p>Door Locking Security System:</p> <ul style="list-style-type: none"> - Door locking and badge system - Signs informing not to let visitors in - Buzzing in via secretary in Main Office with camera, sign in log <p>Security Cameras Security Alarm System Garage Door Pin Pad Access Walkie Talkies Phones with "All call" system</p> <p>Windows:</p> <ul style="list-style-type: none"> - Armoured One film installed on all first floor windows - Interior Windows <p>Exterior Lighting</p>

WVP Risk Evaluation and Control Measures

Identified Risk	Selected Control(s)	Comments
<p>Public to Staff Interactions:</p> <ul style="list-style-type: none"> - During School Day - After Hours - Events (Open Doors) - Off Campus 	<p>Work Practice Controls</p>	<p>Employment of security personnel</p> <ul style="list-style-type: none"> - School Resource Office (SRO) during school day <p>PikMyKid App</p> <ul style="list-style-type: none"> - Emergency notification system <p>Vendors/Deliveries Procedure</p> <p>When at night, remember to stay in groups</p> <p>For Field Trips:</p> <ul style="list-style-type: none"> - Generally, a 6:1 or 8:1 staff to student ratio, but this depends on the nature of the trip - Organization of text groups and/or cell phone tree <p>Communication:</p> <ul style="list-style-type: none"> - Let your supervisor know of any existing or potential concerns with workplace violence as soon as possible. - <i>"If you see something, say something"</i> - See attachment 5 of this document for the WVP incident report

WVP Risk Evaluation and Control Measures

- Reminder that employees can take the following measures to protect themselves from identified risks by reviewing documents / following procedures such as:
 - Faculty & Staff Emergency Quick Response Card - located in every classroom on the wall near the door. This card reviews Lockdown/Lockout, Shelter-in-Building, Evacuation, Medical Emergency and Sheltering – Duck & Cover procedures
 - Staff Code of Conduct
 - Districtwide Safety Plan
 - Security Alarms and other devices (as applicable)
 - Mandatory Trainings – Provided annually
 - WVP Incident Reporting Form - attached as Attachment 5 of this document. This document can be filled out and submitted to the WVP Coordinator, David Shaw

Part 03 – WVP reporting at Lyncourt

- How to report WVP incidents
- Confidentiality in WVP incidents

How to Report a WVP Incident

At the core of this Workplace Violence Prevention Program is Lyncourt UFSD's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

If you become aware of an incident of workplace violence, you must first:

- As appropriate, call 911 and/or SRO; and
- Immediately notify your supervisor and/or David Shaw

Following the assurance of immediate safety, the document to the right, "Workplace Violence Incident Report" must be filled out for all WVP incidents. It can be found as attachment 5 of the Lyncourt WVP program or by contacting David Shaw directly.

Lyncourt UFSD Workplace Violence Prevention Program

ATTACHMENT 5

Workplace Violence Incident Report

Date of Incident:

Workplace location where incident occurred:

Time of day/shift when incident occurred:

DESCRIPTION

Names and job titles of involved employees:

Detailed description of the incident, including events leading up to the incident and how the incident ended:

Name or other identifier and job titles of involved individuals:

Nature and extent of injuries arising from the incident:

Names of witnesses:

Note: Employees who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report.

Confidentiality in WVP Incidents

- Examples of confidential information include but are not limited to:
 - Information that would interfere with law enforcement investigations or judicial proceedings,
 - Would deprive a person of a right to a fair trial,
 - Would identify a confidential source or disclose confidential information relating to a criminal investigation,
 - Would reveal criminal investigative techniques or procedures except routine techniques and procedures, or
 - Would endanger the life or safety of any person

Thank you!

- You have completed training for the 2023-24 school year
- Additional reviews of the WVP plan will take place annually moving forward by the WVP Committee
- Annual training will be provided to the entire staff at the start of every school year moving forward
- For any questions regarding WVP, please contact David Shaw at (315) 313-7965 or dshaw@lyncourtschool.org

Thank you for making Lyncourt a safe place to work!