

The action plan to prevent and deal with violence at school: it's worth acting together!

PLAN TO PREVENT AND FIGHT BULLYING AND VIOLENCE AT SCHOOL (INCLUDING SEXUAL VIOLENCE)

School Name: Vanguard School	X ELEMENTARY SCHOOL X HIGH SCHOOL	Date: 2023-2024 school year	Number of students: 1351 in our customer declaration (1,200 at Vanguard and 151 in the Vanguard program in Jewish schools)	Director General's name: Annie Lamarre Name of team coordinator: Marie-Ève Roger
------------------------------	--------------------------------------	-----------------------------	--	---

PEOPLE INVOLVED IN THE COMMITTEE:
Marie-Ève Roger, Patrick Boyer, Karine Tremblay, Stéphane Allard, Joses-Philippe Obas, Paul Petiny, Léonie Lévesque

PRIORITIES 2023-2024 (Following our analysis of the school's situation with regard to bullying and violence...)

Reduce bullying, cyberbullying and violence (including sexual violence)

Promote awareness of our school's complaint process and the mechanisms that enable all stakeholders to report a situation and obtain the help or support they need.

Create tools for efficient recording and analysis of information

Make tools available to raise awareness and involve school staff, students and parents

Train staff and stakeholders

PREVENTIVE MEASURES TO COMBAT ANY FORM OF INTIMIDATION OR VIOLENCE (INCLUDING SEXUAL VIOLENCE) (Examples: racism, religious beliefs, sexual orientation, gender identity, disability or physical characteristic, etc.):

- Audit of our school's complaint handling process (which, depending on the nature of the complaint, refers to the action plan), enabling us to take an external, objective look at all our administrative practices and improve them where necessary (achieved in September 2022).
- Set up of an Intranet where staff will find the complaint process (for both them and students), the fight plan, the complaint form, the form for reporting an act of violence or bullying (including sexual violence), and the resources available to them (the Intranet is up and running on our Website since the end of November 2022).
- Adding resource contact information to our website for staff, parents and students too.
- Behaviour code, rules, and safety measures (including prohibited actions and penalties for bullying or violence) available on our website.
- Annual presentation of both the plan and the complaints process to staff (members of management, then to other staff members).
- Annual presentation of both the plan and the complaint process to students (primary-secondary).
- Computerized recording of interventions related to bullying and violence.
- Provide for analysis and reporting to the school board (in addition to the annual complaints report).
- Staff training (practitioners) on the responsibilities and support of young people in the process.
- Presentations by the socio-community agent (bullying, cyberbullying, laws and consequences) - elementary and secondary (2022-2023).
- Guide for parents and collaborators to prevent and intervene in bullying - available on the school website, November 2022.
- Links sent to parents annually "To prevent and intervene against bullying".
- Socialization subgroups - primary.
- Various interventions by the socio-community agent (5th and 6th graders cyberbullying and bullying).
- Distribution of Ministry of Education Bullying Week materials to teachers.
- Introduction of a new Moozoom program replacing the "Vers le pacifique" program introduced in 2016-2017 - primary (bilingual program).

The action plan to prevent and deal with violence at school: it's worth acting together!

MEASURES TO ENCOURAGE PARENTS TO WORK TOGETHER TO COMBAT BULLYING AND VIOLENCE (INCLUDING SEXUAL VIOLENCE) AND CREATE A SAFE AND HEALTHY LEARNING ENVIRONMENT

- Complaint process, prevention plan, complaint form and report form now available on our website.
- Behaviour codes, rules and safety measures (including prohibited actions and penalties for bullying or violence) available on our website.
- Adding resource contact information to our website for staff, parents and students too.
- Guide for parents and collaborators to prevent and intervene in bullying - available on the school website.
- Various interventions by the socio-community agent with parents.
- Within 24 hours, contact the parents of all students involved (victim, witness, perpetrator) and specify who will be involved and when.
 - Victim's parents: reassure parents by illustrating the measures taken to ensure their child's safety.
 - Parents of student perpetrator: Discuss the support and sanction measures that will be put in place.
 - Follow-up with the parents of all students involved.
 - Solicit their collaboration in implementing measures.

APPLICABLE PROCEDURES FOR MAKING A REPORT OR COMPLAINT CONCERNING AN ACT OF INTIMIDATION OR VIOLENCE (INCLUDING SEXUAL VIOLENCE), in particular, those applicable to reporting the use of social media or communication technologies for cyberbullying purposes:

Anyone directly or indirectly involved (student, parent, staff) in a situation of bullying or violence (including sexual violence) must:

- Intervene as soon as someone is informed.
- In the case of sexual violence, a different approach is required.
- Report the situation to a resource adult (teacher, principal, bus driver, caregiver, etc.) - *confidential consultation possible* / Reporting can be done in person or via the form available in all caregivers' offices, on our website, publicized and accessible.
- In the case of cyberbullying, keep evidence of conversations, photos, etc.
- Use of the bullying prevention and intervention sheet (tools for school teachers during supervision).

ACTIONS THAT MUST BE TAKEN WHEN AN ACT OF INTIMIDATION OR VIOLENCE (INCLUDING SEXUAL VIOLENCE) IS OBSERVED BY A STUDENT, TEACHER, OTHER SCHOOL STAFF OR ANY OTHER PERSON:

- Act in accordance with the complaint handling process and/or the control plan (process), as applicable.
- Reference (by school principal and stakeholders) to the checklist provided for them, to ensure that all steps have been followed.
- Act impartially, diligently and confidentially.
- Limit your involvement with the person(s) concerned, to ensure maximum confidentiality.
 - The names of those who have come forward to report the acts will not be disclosed to the students involved or their families.
 - The exchange of information is still necessary to act effectively and ensure the safety of students in the different areas of the school. Two beacons make it possible to identify the absolute necessity of exchanging information about a student:
 1. When this information compromises the student's development or safety.
 2. When the ignorance of this information by any of the parties involved may cause prejudice to the student.
- Quickly assess the situation to identify the problem and put in place the right support and follow-up measures. If the violence is of a sexual nature, a different approach is required immediately. In this case, you need to fill in the Sexualized Behavior and Sexual Violence Report Form and submit it to the school principal. When there is reason to believe that a child under 18 is being or is at risk of being sexually abused, the law requires that the Director of Youth Protection (DYP) be notified without delay, in one of the two situations described above. The report is made regardless of the means that may be taken by the parents to put an end to the situation.
- Meet with the victim and offer support and accompaniment as required, depending on the context.
- Implement safety and protection measures, depending on the situation and the victim's needs.
- Intervene, with the consent of the complainant or his or her parents, with the person or persons who are bullying or committing acts of violence, in order to put a stop to the behaviour.
- Meet with witnesses and offer them support and accompaniment, depending on the situation.
- Inform parents and involve them in the search for a solution.
- Follow up interventions with all players, using school and extended community professionals for all players involved.
- Record the act of bullying or violence (for follow-up with those involved, analysis and reporting).

The action plan to prevent and deal with violence at school: it's worth acting together!

MEASURES TO ENSURE THE CONFIDENTIALITY OF ALL REPORTS AND COMPLAINTS OF BULLYING OR VIOLENCE (INCLUDING SEXUAL VIOLENCE)

- All information relating to a complaint and the identity of the persons involved are treated confidentially by all parties concerned, unless such information is necessary to process the complaint or impose sanctions.
- It is important to understand, however, that in order to act, the people in charge must investigate. If any information needs to be divulged, it will only be to those concerned, and the protection and safety of the person making the complaint will be ensured.

SUPPORT OR SUPERVISION MEASURES OFFERED TO A STUDENT WHO IS A VICTIM (TARGET)/WITNESS/PERPETRATOR OF AN ACT OF BULLYING OR VIOLENCE (INCLUDING SEXUAL VIOLENCE) :

- The following measures are in place to provide support to students who are victims, witnesses or bullies.
 - Ensuring confidentiality.
 - Involve parents in finding solutions and implementing strategies.
 - Support from in-house staff (depending on the situation):
 - *Psychologist*
 - *Psychoeducator*
 - *Specialized educator*
 - *Management*
 - *Student's tutor at school*
 - *Any adult in the school who means something to the student*
 - Accompaniment and support services through agreements with external individuals or organizations (if necessary):
 - *Socio-community agent, police*
 - *Child psychiatry*
 - *Social worker*
 - Reinforcing whistle-blowing behaviour.
 - Work with young people to identify strategies for avoiding or reacting to situations.
 - If an act of reparation is envisaged, it is important to ensure that the victim agrees.

DISCIPLINARY SANCTIONS SPECIFICALLY APPLICABLE TO ACTS OF INTIMIDATION OR VIOLENCE (INCLUDING SEXUAL VIOLENCE), DEPENDING ON THE SERIOUSNESS OR REPETITIVE NATURE OF SUCH ACTS:

Depending on the student's profile and the nature, severity and frequency of the behavior, sanctions can be applied to help. Sanctions should aim to stop the behavior, but on their own they won't enable the perpetrator to develop their skills and comply with the rules. They must therefore be accompanied by support measures.

- Warning and/or disciplinary notice
- Internal suspension
- External suspension
- Remedial measures
- Police intervention
- Final return

FOLLOW-UP TO ALL REPORTS AND COMPLAINTS OF BULLYING OR VIOLENCE (INCLUDING SEXUAL VIOLENCE)

- The establishment undertakes to analyze any request for protection that arises from the filing of a complaint within 24 hours and to take the appropriate measures. (In the case of a complaint relating to sexual violence, the complaint must be dealt with immediately.)
- The school undertakes to respond within 24 hours (working day) to any request to investigate a situation of bullying or violence.
- At any time, the complainant or their parents can contact the appropriate school principal, i.e. their child's school principal.
- Recording of complaints of bullying and/or violence to monitor and evaluate the effectiveness of the measures put in place