



*Trinity Bellwoods Community
Children's Group/C.A.R.E.*

155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021

WORKPLACE VIOLENCE POLICY

Revised: December 2025/jc

WORKPLACE VIOLENCE POLICY

1. Our Commitment

Trinity Bellwoods Community Children's Group / CARE is committed to providing a safe, respectful, and supportive workplace.

Violence, threats, intimidation, or aggressive behaviour will not be tolerated.

Everyone has the right to feel safe at work, including employees, students, volunteers, parents, and visitors.

This policy is established in accordance with the **Occupational Health and Safety Act (OHSA)** and applies to all workers, including students and volunteers.

2. Who This Policy Applies To

This policy applies to:

- Registered Early Childhood Educators (RECEs)
- Early Childhood Assistants
- Supply staff
- Students and placement staff
- Volunteers
- Supervisors, management, and Board members
- Contractors and visitors

It applies:

- Inside the child care centre
 - On playgrounds
 - On field trips
 - During work-related activities and events
-

3. What Is Workplace Violence?

Workplace violence means:

- The use of physical force against a worker that causes or could cause physical injury
- An attempt to use physical force that could cause physical injury
- A statement or behaviour that a worker could reasonably interpret as a threat to use physical force that could cause physical injury

Workplace violence can come from:

- Parents or family members
 - Visitors or members of the public
 - Co-workers or former workers
 - Personal relationships that enter the workplace
-

4. Examples of Unacceptable Behaviour

Workplace violence may include, but is not limited to:

- Hitting, pushing, grabbing, or physical assault
 - Attempting to harm someone
 - Threats of physical harm
 - Aggressive or intimidating behaviour
 - Throwing objects
 - Stalking or following a worker
 - Damaging property
 - Carrying a weapon onto the premises
 - Physical aggression toward staff, children, or others
-

5. Everyone's Responsibilities

Employer / Supervisors Will:

- Take every reasonable precaution to protect workers
- Identify and assess risks of workplace violence
- Provide training and clear instructions
- Respond promptly to concerns or incidents
- Ensure incidents are investigated fairly and appropriately
- Support workers involved in incidents
- Review this policy at least annually

Employees, Students, and Volunteers Must:

- Follow this policy
 - Treat others with respect
 - Report concerns or incidents right away
 - Attend required training
 - Call **911** if there is immediate danger
-

6. What To Do If You Feel Unsafe

If there is immediate danger:

- Call **911** right away
- Follow emergency procedures

If the situation is not an emergency:

- Tell your Supervisor or the Assistant Supervisor as soon as possible
- Write down what happened (date, time, location, who was involved)
- Ask for help or support if needed

Students and volunteers should report concerns to:

- Their supervising educator, **or**
 - The Supervisor or Assistant Supervisor
-

7. Removing Someone From the Workplace

If someone becomes violent or threatening:

- Staff must **not** physically remove the person
 - Police or emergency services will be contacted if needed
 - The person may be asked to leave and may not return until the situation is resolved
-

8. Investigation Process

All incidents and threats of workplace violence will be taken seriously.

The organization will:

- Look into the situation promptly
 - Speak privately with those involved, as appropriate
 - Take notes and gather relevant information
 - Decide on corrective steps based on the findings
-

9. Confidentiality

Information will be shared only with people who need to know in order to:

- Keep everyone safe
 - Investigate what happened
 - Take corrective action
 - Comply with the law
-

10. No Reprisals

Reprisals are strictly prohibited.

No one will be penalized, disciplined, intimidated, or retaliated against for:

- Reporting workplace violence
 - Asking for help
 - Participating in an investigation
 - Exercising rights under the OHSA
-

11. Training and Instruction

Trinity Bellwoods Community Children's Group / CARE will ensure that all employees, students, and volunteers receive training about workplace violence.

Training will help everyone understand:

- What workplace violence is
- How to recognize warning signs
- How to report concerns safely
- What to do in an emergency

- That workers are protected from reprisals
-

Mandatory Awareness Training

All employees, students, and volunteers are required to complete a **Workplace Violence and Harassment Awareness** online course as a condition of working, volunteering, or being placed at the centre.

The organization uses the following **free online course** provided by **Workplace Safety & Prevention Services (WSPS)**:

👉 <https://shop.wsps.ca/products/workplace-violence-and-harassment-awareness-1>

Participants must:

- Complete the course as instructed
- Provide proof of completion (certificate or confirmation) to the organization
- Complete refresher training when requested

Completing this course **together with reviewing this Workplace Violence Policy** fulfills the organization's workplace violence training requirements.

12. Policy Review

This policy will be reviewed:

- At least once every year
 - After a serious incident
 - When workplace conditions change
-

Additional Free Ontario Workplace Violence Information & Awareness Resources

These resources provide **free information and awareness materials** to support understanding of workplace violence and legal responsibilities in Ontario:

1. **Government of Ontario – Ministry of Labour**
Workplace Violence & Harassment: Understanding the Law
👉 <https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment>
2. **Public Services Health & Safety Association (PSHSA)**
Guides, toolkits, webinars, and resources for child care and public services
👉 <https://www.pshsa.ca/resources>
(Some resources may require registration)
3. **Canadian Centre for Occupational Health and Safety (CCOHS)**
Free fact sheets and awareness resources
👉 <https://www.ccohs.ca/oshanswers/psychosocial/violence.html>
4. **Government of Ontario – Health & Safety at Work**
👉 <https://www.ontario.ca/page/health-and-safety-work>