



Fair Notice - Threat Risk Assessment Process

What is the purpose of a Threat Risk Assessment and why would one be conducted?

The Waterloo Region District School Board recognizes that *everyone in the school community has the right to be safe and feel safe*. Under certain conditions, students will undergo a “Threat Risk Assessment” (TRA). This process is meant to support safety and well-being and was implemented in response to provincial legislation/laws that relate to school safety. A TRA is a data-driven process that is meant to be helpful in understanding and creating a plan to support a student who has made threats or engaged in threatening behaviours. A TRA is separate and independent from disciplinary processes (e.g., suspension, expulsion) that may also occur when students engage in such behaviours.

What behaviours initiate a Threat Risk Assessment?

A Threat Risk Assessment will be initiated when a student engages in the following behaviours:

- Verbal/written/internet threats to kill or harm
- Violence with the intent to kill or harm
- Possession of weapons, including replicas
- Fire setting
- Bomb threats
- Sexual intimidation/violence
- Gang related intimidation/violence
- Significant worrisome behaviour

*To keep our school communities safe, all school board staff have a **DUTY TO REPORT** any such behaviours to a School Administrator who will then take immediate necessary safety measures as well as activate the TRA process.*

Who is involved in a Threat Risk Assessment?

- Initially when the process is activated, a *school-based team* collects, shares, and documents relevant data from multiple sources. This information is then conveyed to the WRDSB’s *Central Threat Risk Assessment Team* which is comprised of the *Critical Events Response Administrator* and 4 *Psychological Services Consultants*. This Central TRA team determines next steps including whether a more comprehensive TRA, called a Stage 2 TRA, will proceed.
- Parents/guardians of the student who has engaged in threat-related behaviours are notified that the process has been activated as soon as possible by a School Administrator. Parents/guardians and student are encouraged and welcomed participants in the TRA process.

What happens during a Threat Risk Assessment?

- If the process moves to a Stage 2 TRA, one of the Psychological Services Consultant from the Central TRA Team arranges a meeting with the parents/guardians and student to fully explain the process and interview each.
- The Psychological Services Consultant then coordinates a meeting with school/board personnel and possibly community partners where information from multiple sources (e.g., parents, students, school and board staff, student records, online sites, community agencies, police etc.) is shared. Concerns about safety/well-being and an intervention plan/recommendations are discussed. This information is then summarized on a TRA Summary Form.
- The Psychological Services Consultant from the Central TRA team and a School Administrator then meet with parents/guardians and student to review the TRA Summary Form and information, particularly the intervention recommendations and plan.

Do parents/guardians have to consent to a Threat Risk Assessment?

- This form constitutes Fair Notice regarding the Threat Risk Assessment Process.
- In order to address safety concerns, **a TRA process will occur with or without consent**. In the absence of explicit consent, the Critical Events Response Administrator will coordinate the TRA process.

* All Waterloo Region DSB policies and procedures align with the Safe Schools Act.

* The model presented in this document reflects the work of J. Kevin Cameron, Director for the Canadian Centre for Threat and Risk Assessment