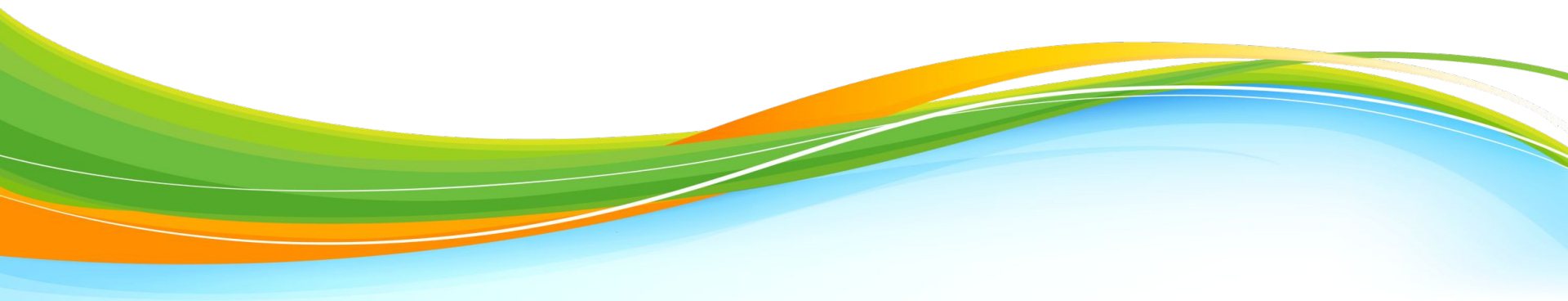


Reporting a Violent Incident

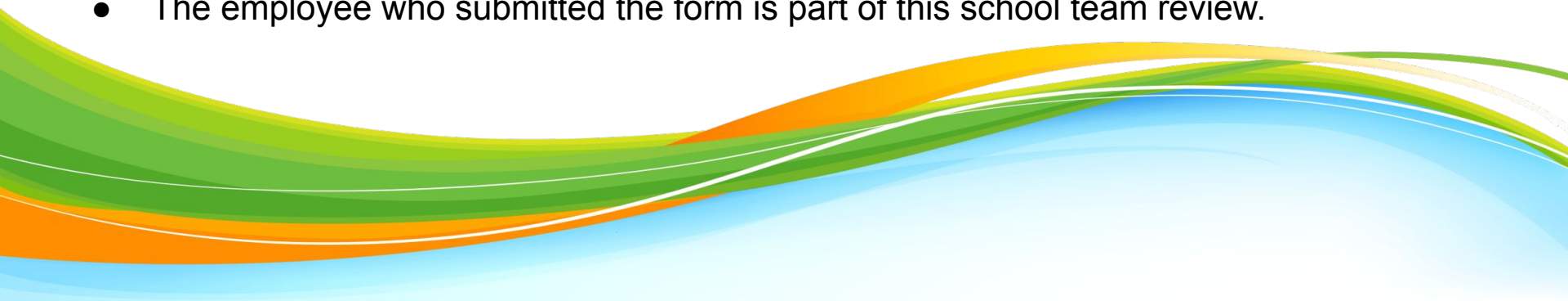
Employee Training



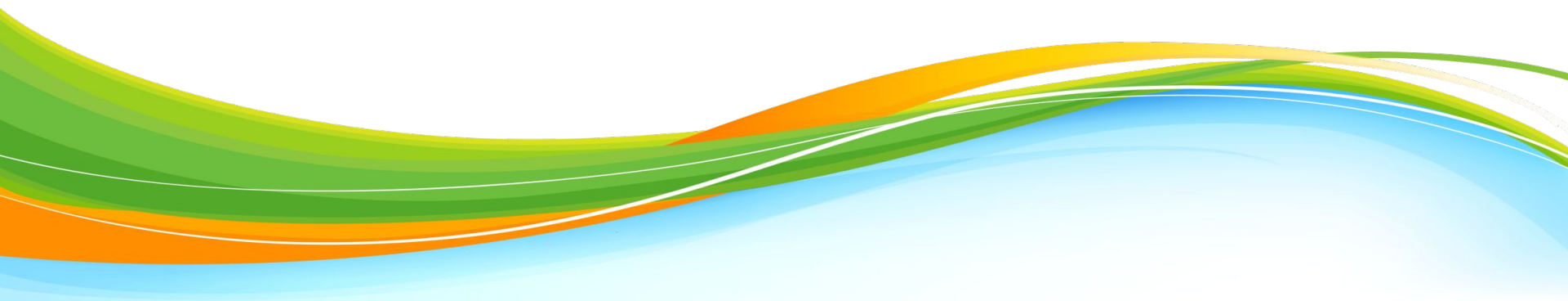
Accessing Online Reporting Forms

- Go to board's website, click on "Employees," select "Board Forms"
 - To ensure you are a board employee and to gain access to the site, enter your usual board username and password
 - Once in Board Forms, select "Violent Incident/Safe Schools Forms" button
 - The two options are: Violent Incident Reporting Form and Safe Schools Reporting Form, Part 1.
 - Note that these forms can only be accessed while in a school, on the board's server.
- 

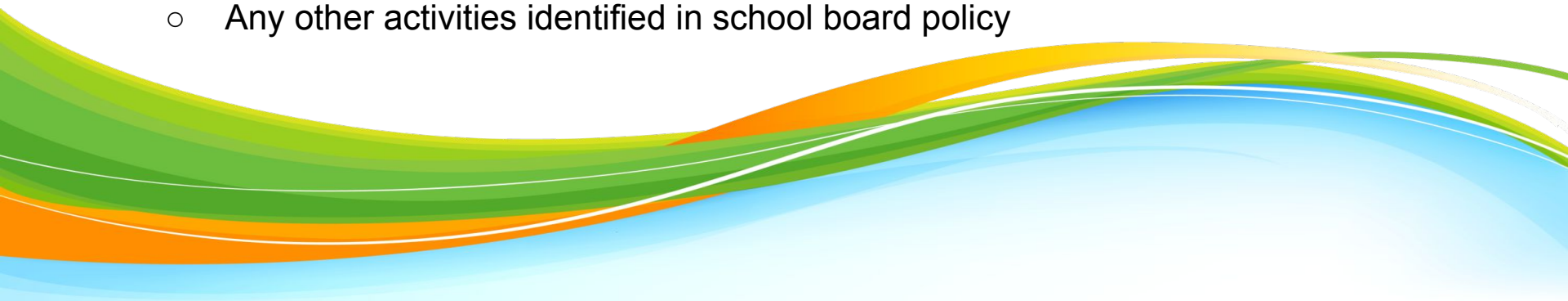
Violent Incident Reporting Form

- There are two parts to this form.
 - Page one is completed by the employee and is accessed by following the steps on the previous slide.
 - Information such as the name of the aggressor, date, time and location of incident, nature of the incident and injury is entered.
 - Once the form is submitted, the supervisor receives an email notification.
 - Within 48 hours of this notification, the supervisor will debrief with the employee while completing the second page of the form.
 - The supervisor will review the Student Safety/Risk Assessment Plan (if one exists) with the school team as soon as possible after the incident.
 - The employee who submitted the form is part of this school team review.
- 

Violent Incident Reporting Form cont.

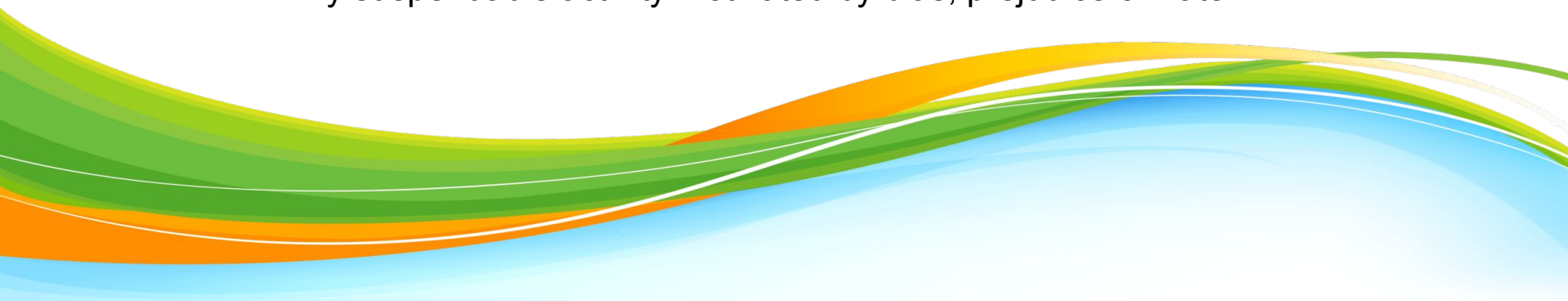
- If a Student Safety/Risk Assessment Plan does not exist, the school team, in consultation with the Special Education Dept., will assess the need for developing one.
 - If there is an injury to the employee, the supervisor will fill out the Supervisor's Report of Injury form.
 - If the employee seeks medical attention or loses time from work as a result of the injury, the supervisor will fill out the WSIB Form 7 (Report of Injury/Illness) and provide the WSIB Form 6 (Worker's Report of Injury/Disease) to the employee.
- 

Safe Schools Reporting Form, Part 1

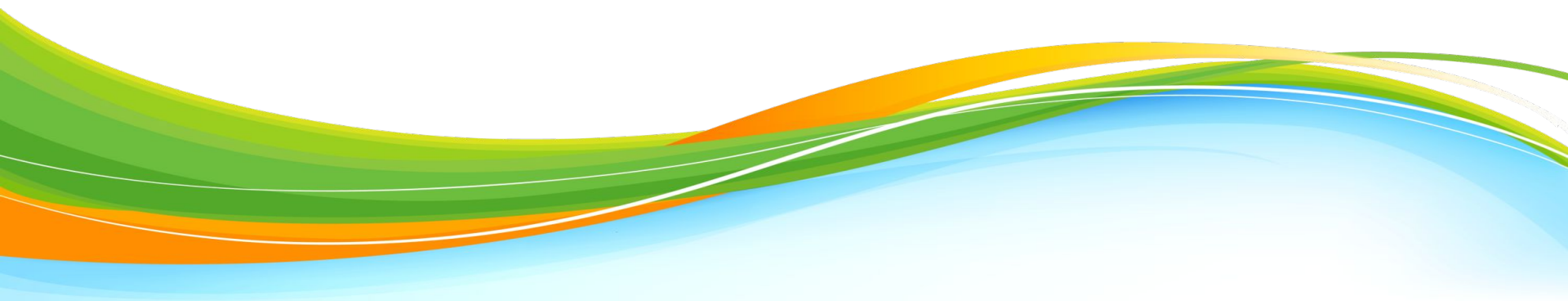
- This is a Ministry of Education form used to report serious student incidents to the principal.
 - Examples of serious student incidents for which the principal considers suspension include the following:
 - Uttering a threat to inflict serious bodily harm on another person,
 - Possession of alcohol, cannabis or illegal drugs,
 - Being under the influence of alcohol or cannabis
 - Swearing at a teacher or at any person in a position of authority
 - Committing an act of violence causing extensive damage
 - Bullying
 - Any other activities identified in school board policy
- 

Safe Schools Reporting Form, Part 1, cont.

Examples of serious student incidents for which the principal considers expulsion include the following:

- Possessing a weapon or using a weapon to cause or to threaten bodily harm
 - Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
 - Committing sexual assault
 - Trafficking in weapons or illegal drugs
 - Committing robbery
 - Giving alcohol or cannabis to a minor
 - Bullying (previously suspended for bullying)
 - Any suspendable activity motivated by bias, prejudice or hate
- 

Safe Schools Reporting Form, Part 1, cont.

- If the Ministry criteria for a “serious student incident” is applicable, the employee will fill out a Safe Schools Reporting Form, Part 1.
 - An email notification goes to the principal/vice-principal, who will reply by giving the employee a receipt that acknowledges their report.
 - On that acknowledgement, the principal will let the employee know whether action was taken as a result of his/her investigation.
- 

Employee Flowchart: Reporting a Violent Incident

- Click the link below to review the flowchart.

<http://www.hscdsb.on.ca/wp-content/uploads/2020/05/Employees-Flowchart-for-Incident-Reporting.pdf>

