

ALL TEACHERS MUST REPORT

Accidents / Violent Incidents / Safe Schools Incidents

To their PRINCIPAL as soon as possible!

If you are reporting a **VIOLENT INCIDENT INVOLVING YOURSELF**, please complete the following two forms:

STEP 1 Form 421-1 (The Employee Accident/Violent Incident Report) This form can be found on the Board website:

- select the heading "BOARD", then under "RESOURCES" click on "Policies and Procedures",
- select "400 Personnel and Staff Relations", then click on the "Procedure 421:_Form 1F: Employee Accident Violent Incident Report" link. Here you will be able to open the pdf file to be filled in.

<u>Please Note:</u> This form should be faxed or emailed to the Board office within 24 hours or as soon as possible. Please do not allow the principal to keep the form. The principal is to sign the form and may add comments if they so wish. You may give them a copy of the signed form once it has been faxed or emailed. The principal will need a copy to complete the supervisor investigation form 421-2.

STEP 2 OSSTF Online Form (OSSTF Violent Incident Reporting Form) This form can be found on the District 29 website at: http://www.d29.osstf.ca/Forms/violent-incident-form.aspx

NOTE: If you are reporting an accident that occurred while at work, you only need to complete form 421-1.

As well as faxing this form to Human Resources Support Services, please fax a copy to the Local office. (Fax: 613-962-4618)

If this <u>VIOLENT INCIDENT INVOLVES A PUPIL AND THE BEHAVIOUR OF THE PUPIL CAN LEAD TO A SUSPENSION</u>, you <u>MUST ALSO</u> complete form 378-15 (Safe Schools Incident Form).

STEP 3 Form 378-15 Your school should have pre-numbered copies of form 378-15 available to all staff

EXAMPLES

Incident A: A teacher slips and falls on ice while at work (Workplace Accident).

(STEP 1) Form 421-1 needs to be filled out. (see above NOTES)

Incident B: A teacher experiences verbal attacks from a parent.

(STEP 1 + STEP 2) Form 421-1 + OSSTF Online Form both need to be filled out. (see above NOTES)

Incident C: An aggressive student kicks a teacher or threatens them harm.

(STEP 1 + STEP 2 + STEP 3) Form 421-1 + OSSTF Online Form + Form 378-15 All need to be filled out. (see above NOTES)

If you have witnessed a <u>SAFE SCHOOLS INCIDENT</u> such as: uttering a threat, swearing at a teacher or at another person in a position of authority, or bullying, then complete form 378-15 (Safe Schools Incident Form).

Form 378-15 Your school should have pre-numbered copies of form 378-15 available to all staff Safe Schools Incident Reporting:

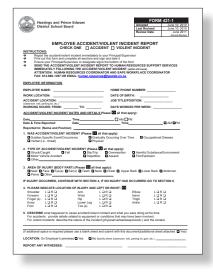
If you have become aware of a pupil "behaving in a way that is likely to have a negative impact on the school climate", a response is now required of you. The behaviour should be reported to the principal as soon as possible so that the principal can formulate a response. You are asked to complete a copy of form 378-15 Student Safe Schools Incident Reporting Form – Part 1 on every occasion when a report is made to the principal regarding student misconduct which can lead to a suspension or expulsion. Form 378-15 provides a list of activities for which suspension/expulsion must be considered. A copy of this form should be kept in a Safe Schools Reporting Form Folder (download the .pdf file from our website, then print & fold to create your folder).

For your own protection, OSSTF is advising members that the acknowledgement of receipt of a report (Form 378-15A Student Safe Schools Reporting Form – Part 2) that you receive from the principal when you meet to discuss the status of the investigation is a crucial document and should also be kept in this folder.

EXAMPLE

Incident D: As a teacher, you witness: a student committing an act of violence towards another student, bullying, or, a student swears at you. These are all suspendable offences and the teacher must complete: Form 378-15 (see above NOTES)

Form 421-1



OSSTF Online Form



Form 378-15

