



ALL TEACHERS MUST REPORT Accidents / Violent Incidents / Safe Schools Incidents To their PRINCIPAL as soon as possible!

Accidents / Violent Incidents

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.

Please Note: 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 **VIOLENT INCIDENT INVOLVES A PUPIL AND THE BEHAVIOUR OF THE PUPIL CAN LEAD TO A SUSPENSION**, you **MUST ALSO** 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)

Safe Schools Incidents

If you have witnessed a **SAFE SCHOOLS INCIDENT** 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