

Staff Reports: Student

EMPLOYEE INCIDENT REPORT

To be completed to report incidents and accidents

OR

when a **STUDENT** attempts, exercises or threatens to use **physical force** against a staff member that causes or could cause physical injury.

SAFE SCHOOLS INCIDENT REPORT

To be used for **violent incidents** as defined by the Ministry. Violent incidents that **MUST** be reported include:

- Possessing a weapon, including possessing a firearm
- Physical assault causing bodily harm requiring medical attention
- Sexual Assault
- Robbery
- Using a weapon to cause or to threaten bodily harm to another person
- Extortion
- Hate and/or bias-motivated occurrences

(PPM 144 – Bullying Prevention and Intervention and PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour)

PHYSICAL INTERVENTION REPORT

To be completed when the use of **physical intervention** is necessary to control a student's aggressive behaviour.

Staff Reports: Non-Student

NON-STUDENT WORKPLACE VIOLENT INCIDENT REPORT

FOR NON-STUDENT INCIDENTS – POLICY 417. **DO NOT** COMPLETE THIS REPORT IF A STUDENT IS INVOLVED.

To be completed when a **non-student** (visitor, volunteer, parent, etc.) attempts, exercises or threatens to use **physical force** against a staff member that causes or could cause physical injury.

COMMUNITY USE INCIDENT REPORT

May be used to report any incidents involving community use participants.

Principal / Manager

SITE VIOLENCE ASSESSMENT REPORT

To be completed as often as necessary to ensure the workplace violence policy and measures and procedures in the workplace violence program continue to protect workers from workplace violence.