

How to find and fill out a Violent Incident/Safe School Report

1. To create a new workplace violence/safe schools incident report, you must click 'Add' at the top right hand side of the page.

The screenshot shows the OESC Incident Reports interface. At the top, there is a navigation bar with the OESC logo, 'Incident Reports', and 'Links'. On the right, there are language options (FR, EN), a user greeting ('Hello, [name]'), and a 'Logout' button. Below the navigation bar, the main content area is titled 'Incident Reports'. It features a table with columns for 'Edit', 'Delete', 'SSI', 'WV', 'School/Non-School Location', 'Incident Date', 'Principal', 'Students / Person Involved', and 'Employer'. A red circle highlights the 'Add' button in the top right corner of the table. Below the table, there is a pagination bar showing '1 - 1 of 1 items' and a '10 items per page' dropdown.

2. This form is a combination of Safe Schools Incident form and a Workplace Violence form. The first section that opens determines if this form will include a Safe Schools Incident form. Safe School incident includes anything for which suspension or expulsion *may* be imposed. Here are the lists:

Suspension

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol, cannabis (unless the student is authorized to use cannabis for medical purposes), or illegal drugs
- being under the influence of alcohol or cannabis (unless the student is authorized to use cannabis for medical purposes)
- swearing at a teacher or at any person in a position of authority
- committing an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises
- bullying, including cyber-bullying
- any other activities identified in school board policy.

Expulsion

- possessing a weapon, including a firearm
- using a weapon to cause or threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or in illegal drugs
- committing robbery
- giving alcohol or cannabis to a minor
- bullying – if the student (between grade 4 to 12) has previously been suspended for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person
- any activity for which a student can be suspended (see section on suspension) that is motivated by bias, prejudice or hate
- any other activities identified in school board policy.

3. Use the list from #5 to answer question: Remember, you must report all Safe Schools incidents to administration as soon as possible and then fill out the report after

Incident Report

The Safe Schools/Workplace Violence Incident tool is where all employees report:

- Any incident of Workplace Violence as defined by the Occupational Health and Safety Act regardless of whether the act or threat was from a **student, an employee or an outsider to the Board**
- Any time an employee becomes aware of a student infraction for which a suspension may be imposed by the principal or any student infraction for which a principal may consider the recommendation to the Board that a student be expelled.
- In these situations, the employee must verbally report the infraction and any details to the principal/vice principal or teacher in charge at the earliest and safest opportunity and then submit this Safe Schools Incident Report as soon as possible
- Where two or more board staff and/or transportation providers become aware of the same incident, each staff member and transportation provider shall make a report to the principal/vice-principal or senior teacher **thereafter**.

Safe Schools/Workplace Violence Incidents Report

Who caused the workplace violent incident or the safe schools incident?

☒ Student ☐ Employee/Other

Are you reporting an instance for which a suspension or expulsion may be imposed by the principal?

☒ Yes ☐ No

I reported this incident verbally to

According to the Policy and Program Memorandum 145: Student Discipline and Promoting Positive behaviours, a staff member must verbally report the infraction and any details to the principal/vice-principal/senior-teacher at the earliest, safe opportunity and submit the completed SafeSchools incident Report form as soon as possible thereafter

4. The next section determines if a workplace violence incident is reported. If you answer yes to either of the questions, then this creates the workplace violence forms.

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Safe Schools/Workplace Violence Incidents Report

Workplace Violence

Did the incident involve verbal aggression towards you? (a threat to exercise physical force against a person)

☐ Yes

☒ No

Did the incident involve physical aggression towards you?

☐ Yes

☒ No

Employee Demographics

Incident Demographics

5. Input your information into this section:

Safe Schools/Workplace Violence Incidents Report

Workplace Violence

Employee Demographics

CreatedDate

16 May 2022



Employee Login Name



Employee Group



Incident Demographics

Student Demographics

Describe the incident

6. Input the basic information about the incident into this section. NOTE: you must input your school/worksite to unlock other sections of the form

Incident Demographics

Date of the incident
16 May 2022

Approximate Time of the Incident

School Where Incident Occured

Location

Other Employees Involved

Did the incident require the use of a physical intervention (Behaviour Management Systems (BMS) block or containment strategies) or NVCI (Enhanced Non Violent Crisis Intervention)?
☐ Yes ☒ No

Student Demographics
Please select a school first

7. Input basic information about the student involved

Incident Demographics

Student Demographics

Please select a school first

Student Name

Grade

IEP

Does the student have a Safety plan?

Have you completed an incident form for a similar behaviour with this Student?
☐ Yes ☒ No

Describe the incident

8. Here is where you can describe the incident in detail

Student Demographics

Please select a school first

Describe the incident

Please **DO NOT** include any personal information about a student in this field, including student name, diagnosis or other confidential student information. Initials only - no subjective information - facts only

Mitigating Factors

9. Here you check off a box to indicate that you understand that a principal must consider mitigating factors in their decisions.

Mitigating Factors

Mitigating Factors

Note to all staff: **ONTARIO REGULATION 472/07 BEHAVIOUR, DISCIPLINE AND SAFETY OF PUPILS** states that before suspending a student, the principal **MUST** consider the individual circumstances of that student and must specifically take into account the following factors:

- The student does not have the ability to control his or her behaviour.
- The student does not have the ability to understand the foreseeable consequences of his or her behaviour.
- The student's continuing presence in the school does not create an unacceptable risk to the safety of any person.
- The student's history.
- Whether a progressive discipline approach has been used with the student.
- Whether the activity for which the student may be or is being suspended or expelled was related to any harassment of the student because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
- How the suspension or expulsion would affect the student's ongoing education.
- The age of the student.
 - In the case of a student for whom an individual education plan has been developed,
 - whether the behaviour was a manifestation of a disability identified in the student's individual education plan
 - whether appropriate individualized accommodation has been provided, and
 - whether the suspension or expulsion is likely to result in an aggravation or worsening of the student's behaviour or conduct.

I have read the mitigating factors ☒

Suspension

10. Here you indicate if the incident falls under suspension and/or expulsion. The lists were provided in section 5 above.

Suspension

Was the incident an activity for which the principal must consider a suspension under section 310(1) of the Education Act?

☐ Yes

☒ No

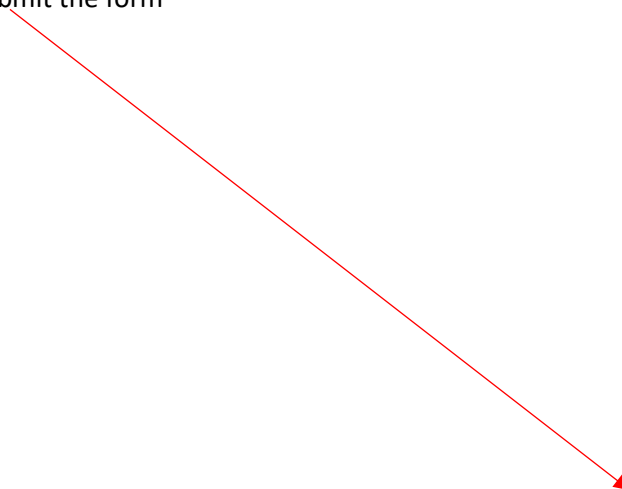
Expulsion

Was the incident an activity for which the principal must consider an expulsion under section 306(1) of the Education Act?

☐ Yes

☒ No

11. Now you are ready to submit the form



Safe Schools/Workplace Violence Incidents Report
Workplace Violence
Employee Demographics
Incident Demographics
Student Demographics
Describe the incident
Mitigating Factors
Suspension
Expulsion
Submit for Review

Note:

The system saves partially completed forms under 'Incident Reports'. You can go on the site and practice making a report but instead of submitting it, you can discard.

Incident Reports

Edit	Delete	SSI	WV	School/Work School Location	Incident Date	Principal	Students / Person Involved	Employee
		SSI		null	23 Nov 2021			

1 - 1 of 1 items

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