



Violent Incident Report Form

Appendix A, AP-512 Violence Prevention

Prairie Spirit School Division recognizes that employees have a right to a safe working environment. To maintain a safe environment, it is important that incidents of violence be reported so steps can be taken to increase safety.

Violent incidents to report include: the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives anyone reason to believe that physical force will be used against them.

To be completed by complainant, if possible (please print).

1. Identifying information:

Name of Employee: _____ Occupation: _____
School/Site: _____ Location of incident: _____
Date of incident: _____ Time of incident: _____
Person reporting: _____ Time of report: _____

2. Type of incident (verbal/written or physical):

- | | | |
|--|--|---|
| <input type="checkbox"/> Verbal abuse | <input type="checkbox"/> Verbal threat in person | <input type="checkbox"/> Verbal threat by telephone |
| <input type="checkbox"/> Written abuse | <input type="checkbox"/> Written threat | |
| <input type="checkbox"/> Struck | <input type="checkbox"/> Sexual | <input type="checkbox"/> Scratched |
| <input type="checkbox"/> Spit | <input type="checkbox"/> Bitten | <input type="checkbox"/> Pushed |
| <input type="checkbox"/> Kicked | | |
| <input type="checkbox"/> Other: _____ | | |

3. Alleged assailant:

- Adult (go to Question 4)
 Student (go to Question 5)

INCIDENT INVOLVING ADULT

4. If the violent incident involved an adult, please describe the incident below (i.e. what was said or done):

Name of alleged assailant (if known): _____

Name of witnesses (if any): _____

Proceed to Question 6.

INCIDENT INVOLVING STUDENT

5. If the incident involved a student, please answer the following:

Student name: _____

Staff involved:	
Antecedent/precipitating incident/event:	
Steps taken to de-escalate student:	
Strategies that did not work:	
Description of incident taken and condition of student:	
Follow-up (describe outcome, including the emotional state of the child and staff, conversation with parents, etc.):	

6. Injury information

Injury: _____

Check if applicable:

- | | | |
|--|------------------------------|-----------------------------|
| Medical attention or first aid rendered? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WCB forms (non-teaching staff) completed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Police called? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reported to supervisor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Marsh School Incident Report Form completed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

7. Action requested by employee (if any):

How can the Division support you in feeling safer at work (e.g. further training, regular check-ins/meetings to update progress/concerns, etc.)?

Employee Signature: _____

Date: _____

Acknowledgement of receipt of this report:

Principal Signature: _____

Date: _____

- 8. Response to Incident** (to be completed by Principal). Please describe what action was taken to support and address safety (e.g. review student's program, provide safety vest, etc.):

Acknowledgement of Receipt of this Report:

Date response forwarded to the Learning Superintendent/Coordinator: _____

Learning Superintendent/Coordinator Signature: _____

Filing this Report

Employee:

- Please file this report with your principal.
 - If the incident involved an adult, it will be forwarded to the Learning Superintendent.
 - If the incident involved a student, it will be forwarded to the Director Designate and/or the appropriate Learning Superintendent/Coordinator.

Principal:

- Responses to employee will be provided to employee after consultation with Director Designate/Superintendent/Coordinator.

Division Office:

- Responses to school administration will follow as soon as possible given the nature of the incident and within seven (7) working days.
- Responses may include, but are not limited to:
 - Violence Threat Risk Assessment (VTRA)
 - [Prairie Spirit Student Harassment Protocol](#)
 - [Prairie Spirit Staff Harassment Prevention Policy](#)
 - Intervention programming supports
- Director Designate/Superintendent/Coordinator to file an electronic copy with Human Resources.