



# 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):

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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: \_\_\_\_\_

<b>Staff involved:</b>
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 employee 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:*

- Director Designate/Superintendent/Coordinator to file an electronic copy with Human Resources.
- 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
  - Duty to Accommodate