

VIOLENT INCIDENT REPORT

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 that 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?

Employee Signature: _____

Date: _____

Acknowledgement of receipt of this report

Principal Signature: _____

Date: _____

8. Response to Incident (to be completed by Supervisor):

Learning Superintendent/Coordinator Signature: _____

Date response forwarded to the school: _____

FILING THIS REPORT

- 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.
- 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.