

Procedure Title	Safe and Accepting Schools Incident Reporting		
Date of Issue	February 2, 2010	Related Policy	BP 6820-D
Revision Dates	December 2, 2010; March 29, 2011; October 5, 2011; June 12, 2013; February 5, 2014; October 17, 2018; June 23, 2021; January 24, 2022; June 8, 2022	Related Forms	Online Incident Reporting Tool; AF 2810
Review Date		Originator	Administrative Council
References			
AP 6801-D "Police/School Protocol"; AP 6825-D "Progressive Discipline-Student"; AP 6821-D "Bullying Prevention and Intervention"; BP 6501-D "Transportation"; TCP-B005 "Code of Conduct"; Bill 157 "Keeping Our Kids Safe At School Act"; Policy/Program Memorandum No. 144 "Bullying Prevention and Intervention"; Policy/Program Memorandum No. 145 "Progressive Discipline and Promoting Positive Student Behaviour"; AP 2810 "Delegation of Authority (Principal)"; Policy/Program Memorandum No. 120 "Reporting Violent Incidents to the Ministry of Education"; Bill 13 "Accepting Schools Act"; AP 1604-D "Communications – Addressing Parent / Community Concerns"; Cannabis Act; Smoke-Free Ontario Act; Controlled Drugs and Substances Act; Child, Youth, and Family Services Act; Education Act; Student Transportation Service Consortium of Grey TCF-B005 "Report of Misconduct on Bus"			

1.0 RATIONALE

- 1.1 Bluewater District School Board believes that a focus on prevention and early intervention is the key to maintaining a positive school environment in which students can learn. Early intervention strategies will help prevent unsafe or inappropriate behaviours in school and in school-related activities.
- 1.2 The purpose of responding to incidents of inappropriate and disrespectful behaviour is to stop and correct it immediately so that the students involved can learn that it is unacceptable.

2.0 PROCEDURE

2.1 Responding to Incidents

- 2.1.1 Parents, students, and other members of the community are encouraged to report incidents of bullying directly to the school administration.
- 2.1.2 Bluewater District School Board employees who work directly with students (i.e., administrators, teachers, and educational support staff (including student services staff, office professionals and technicians, custodians and educational assistants)) must respond to any student behaviour that is likely to have a negative impact on the school climate if, in the employee's opinion, it is safe to respond to it, and it is in accordance with subsection 300.4 of Part XIII of the Education Act and Ontario Regulation 472/07. Such behaviour includes all inappropriate and disrespectful behaviour occurring at any time at school and at any school-related event. Professional Learning Services Department personnel who are engaged in a clinical relationship with a student shall report such incidents, if in their professional opinion, it is reasonably possible to do without having a negative impact on the nature of the clinical relationship. In addition to employees of the board, school bus drivers, as well as other third party contractors, such as before-and-after school program operators, are also required to report such incidents in writing to the principal of the school (see BP 6501-D "Transportation" and TCP-B005 "Code of Conduct").
- 2.1.3 Such inappropriate behaviour may involve:
 - a) Bullying (including cyber-bullying);

- b) swearing;
- c) homophobic or racial slurs;
- d) sexist comments or jokes;
- e) graffiti, or vandalism; and
- f) behaviour identified under sections 306 and 310 of the Education Act (incidents for which suspension or expulsion must be considered – Appendix A).

2.1.4 Responding may include the following:

- a) asking a student to stop the inappropriate behaviour;
- b) naming the type of behaviour and explaining why it is inappropriate and/or disrespectful; and
- c) asking the student to correct the behaviour (e.g., to apologize for a hurtful comment and/or to rephrase a comment) and to promise not to do it again.

2.1.5 By responding in this way, employees immediately address inappropriate student behaviour that may have a negative impact on the school climate. When employees are aware that an incident involves a student with special education needs, they are expected to respond in a way that is appropriate, taking into account information in the student's Individual Education Plan (IEP).

2.1.6 Ontario Regulation 472/07 specifies that board employees are not required to respond to incidents when, in their opinion, responding would cause immediate physical harm to themselves or to a student or another person. However, for incidents for which suspension or expulsion must be considered, board employees must report these to the principal and confirm their report electronically (Bluewater District School Board Online Incident Reporting Tool). If the principal is the sole witness to an incident, the principal is similarly required to use the form to confirm in writing that they witnessed. For other incidents, where suspension or expulsion would not be considered but board employees feel it is not safe to respond, they will be expected to inform the principal verbally as soon as possible. For example, a board employee would not be required to respond if it would mean having to leave a student with special education needs who would be in danger if left alone.

2.2 Reporting to the Principal

2.2.1 The purpose of reporting incidents of inappropriate and disrespectful behaviour is to ensure that the principal is aware of any activities taking place at school, school-related activity or on a school bus for which suspension or expulsion must be considered, and to help ensure a positive school climate.

2.2.2 Section 300.2 of Part XIII of the Education Act states that an employee of the board who becomes aware that a student at a school of the board may have engaged in an activity for which suspension or expulsion must be considered shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day.

2.2.3 In cases where an immediate action is required, a verbal report to the principal may be made. A written report, using the Online Incident Reporting Tool, must also be made when it is safe to do so.

2.2.4 All employee reports made to the principal will be confirmed electronically, using the Online Incident Reporting Tool (please see Appendix C: Safe Schools Incident Reporting / Workplace Violence Incident Quick Reference Chart). The principal will complete the Online Incident Reporting Tool, which will provide electronic acknowledgement of receipt to the person who submitted the report, ensuring that the acknowledgement does not include any information that could identify the student(s) involved. The principal must specify whether action has been taken or no action is required in order to complete the form. Possible actions taken can include anything on the progressive discipline continuum (Refer to AP 6825-D "Progressive Discipline – Students"). Each report will be assigned a report number.

2.2.5 The principal must investigate all reports submitted. After the investigation is complete, the principal must communicate, in a timely manner, the results of the investigation to the teacher who made the report, so that school staff can work with the principal to best meet the needs of students, support a positive school climate, and help prevent future inappropriate behaviour from taking place. If the individual who made the

report is not a teacher, the principal will only communicate the results of the investigation if they believe it would be appropriate, ensuring that they only disclose information that is necessary to communicate the results of the investigation.

- 2.2.6 Emergency supply staff (who come in contact with students) do not have access to the Online Incident Reporting Tool and will therefore need to be provided with paper copies of Safe Schools Incident Reporting - Part I (SSIR-I) to complete their reporting obligations.
- a) Paper copies of the Safe Schools Incident Reporting (Part I and II) Forms are available in the Administrators' Handbook - Incident Reporting (non-staff) folder. Emergency supply staff will receive copies in their school folders (when they report to their assigned location).
 - b) Emergency supply staff will use the paper version of SSIR-I to complete their report of any applicable incident(s), and will submit the form to the appropriate principal, no later than the end of the school day. They will not retain any copies.
 - c) In response, the principal will complete paper form Safe Schools Incident Reporting- Part II (SSIR-II) "Acknowledgement of Receipt of Report", ensuring that the acknowledgement does not include any information that could identify the student(s) involved.
 - i. Due to the nature of their employment, the principal will not be required to provide a copy of Part II to emergency supply staff member who reported the incident.
 - d) The principal will ensure that originals of SSIR Part I and Part II are filed appropriately in corresponding OSRs.
 - e) The principal will submit copies of paper SSIR Part I and Part II to the learning services administrator – student support for central tracking. These copies will only be retained until they are entered electronically. Copies will then be destroyed securely.
- 2.2.7 Bus drivers and bus operators, employed by the Student Transportation Service Consortium of Grey-Bruce (The Consortium), also do not have access to the Online Incident Reporting Tool. The Consortium has implemented their own form to report incidents that occur on a bus to the school principal (TCF-B005 "Report of Misconduct on Bus").
- a) If an incident occurs on a bus, the bus driver will use TCF-B005 to report the incident. The bus driver may choose to submit the report directly to the school principal, or may instead submit to their operator, who will submit the report to the school principal on their behalf.
 - b) If the principal believes that the incident being reported should be considered for suspension and/or expulsion, the principal will complete Part I and Part II of the paper SSIR forms, ensuring that Part II does not include any information that could identify the student(s) involved, and attaching TCF-B005.
 - c) Originals will be filed appropriately in corresponding OSRs.
- 2.3 Retention of the Online Incident Reporting Tool (or paper forms submitted by emergency workers)**
- 2.3.1 If the principal has decided that action must be taken, as a result of a serious student incident, they will file a copy of the reporting form with documentation indicating the action taken in the Ontario Student Record (OSR) of the student whose behaviour was inappropriate (see Appendix B of AP 6820-D for specific filing/retention direction). The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the student's OSR.
- 2.3.2 Where the principal has taken action in the case of more than one student, a copy of the reporting form and documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate. The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the OSR of the student whose behaviour was inappropriate.

- 2.3.3 In the case of the victim, no information about the incident must be placed in their OSR, unless the victim or parent of the victim expressly requests that it be placed in the OSR.
- 2.3.4 In situations where the victim is also an aggressor, information regarding the incident and the action taken place will be placed in the student's OSR.
- 2.3.5 In any case, if action has been taken for a non-violent incident, the form and documentation must be kept in the OSR for a minimum of one year.
- 2.3.6 For non-violent incidents, if no further action is taken by the principal, the principal is not required to retain the report, and should destroy it.
- 2.3.7 If the principal has identified the incident as violent, the reporting form must be retained in that student's OSR for:
 - a) One year, if the student's suspension was quashed or withdrawn and the record of suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period;
 - b) Three years, if the student was suspended for the violent incident;
 - c) Five years, if the student was expelled for the violent incident.

2.4 Notice to Parents/Guardians

- 2.4.1 Section 300.3 of the Education Act requires principals to inform parent(s)/guardian(s) of students who have been harmed (physically, emotionally, mentally, and/or psychologically) as a result of, and the students who have engaged in, any incident for which suspension or expulsion must be considered, unless:
 - a) The student is 18 years old or over;
 - b) The student is 16 or 17 years old and has withdrawn from parental control; or
 - c) In the opinion of the principal, doing so would put the student at risk of harm from the parent/guardian.
- 2.4.2 Under the amended Behaviour, Discipline and Safety of Pupils Regulation (472/07) if the principal makes the decision to not notify the parent(s)/guardian(s) of a student for the reason described in 2.4.1 c), the principal must:
 - a) Document the rationale for the decision not to notify the parent or guardian of the student;
 - b) Inform the appropriate supervisory officer of this decision;
 - c) If the teacher reported the harm to the principal, inform the teacher of the decision;
 - d) If they determine it is appropriate to do so, inform other Bluewater District School Board employees not to notify the parent(s)/guardian(s) of the student;
 - e) refer the student to board resources or to a community-based service provider that can provide the appropriate type of confidential support when the parents are not notified; and
 - f) According to the requirements of the Child, Youth, and Family Services Act, board employees must contact the Children's Aid Society when they have a reason to believe a student may be in need of protection.
- 2.4.3 When notifying the parent(s)/guardian(s) of a victim, section 300.3(4) of the Education Act requires a principal to disclose the following:
 - a) The nature of the incident that resulted in harm to the student;
 - b) The nature of the harm to the student;
 - c) The steps taken to protect the student's safety, including the nature of any discipline in response to the incident; and
 - d) The supports that will be provided for the student in response to the harm that resulted from the activity.
- 2.4.4 When notifying the parent(s)/guardian(s) of the aggressor, section 300.3(4) of the Education Act requires a principal to disclose the following:
 - a) The nature of the incident that resulted in harm to the other student;

- b) The nature of the harm to the other student;
- c) The nature of any disciplinary measures taken in response to the activity;
- d) The supports that will be provided for the student in response to their engagement in the activity.

- 2.4.5 When notifying parents/guardians of these incidents, the principal must invite the parents to have a discussion regarding the supports that will be provided for their child (please refer to AP 6820-D "Suspension and Expulsion", AP 6825-D "Progressive Discipline – Students", and AP 6821-D "Bullying Prevention and Intervention" for additional information regarding required notification procedures). In the event that a parent is dissatisfied with the supports, the principal will refer them to procedure AP 1604-D "Communications – Addressing Parent / Community Concerns".
- 2.4.6 Principals must NOT share the name of the aggressor or any other identifying or personal information with the parent(s)/guardian(s) of the victim beyond what is listed above, or vice-versa.

APPENDIX A
ACTIVITIES FOR WHICH SUSPENSION OR EXPULSION MUST BE CONSIDERED

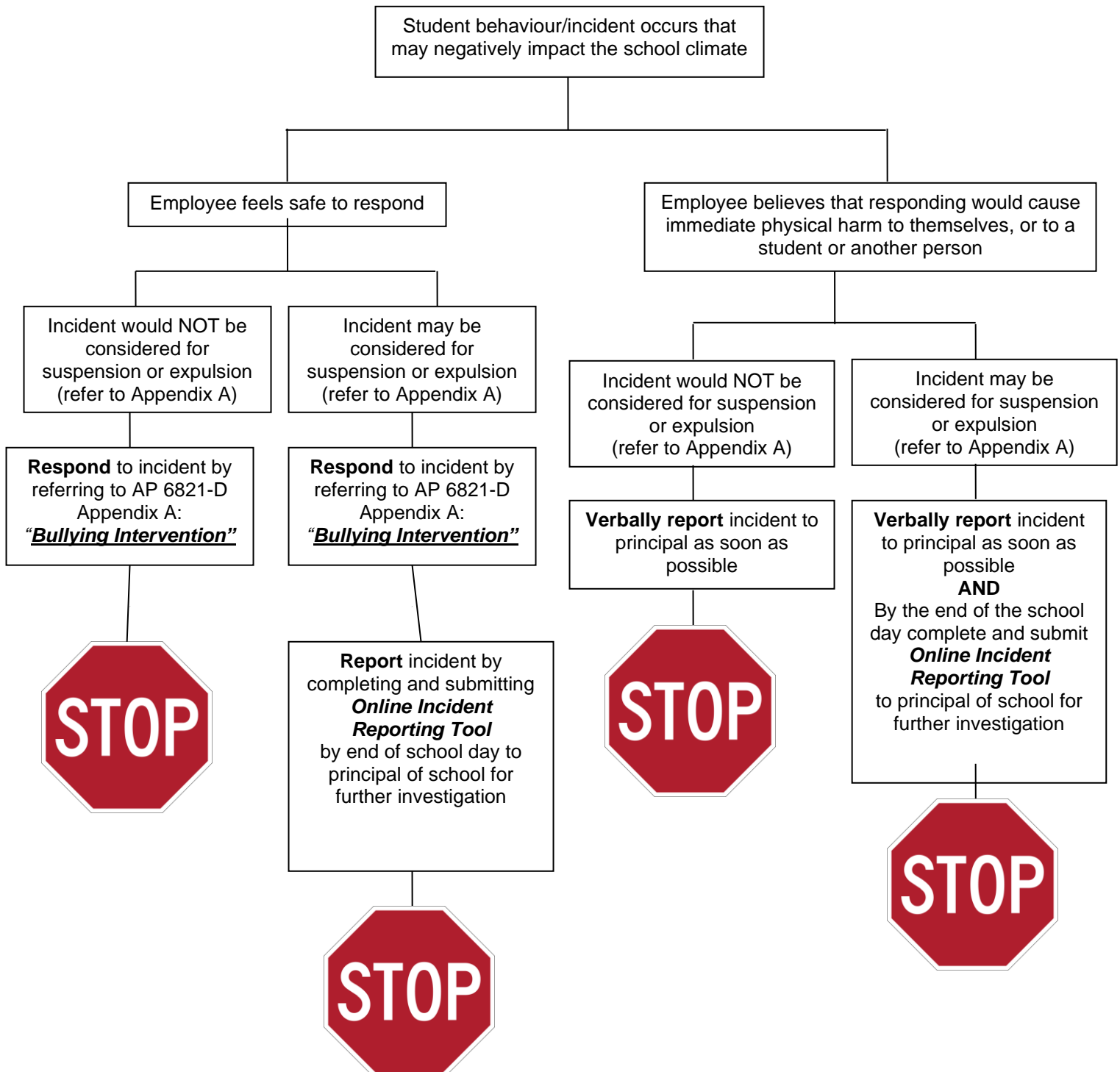
1.0 Activities for which suspension must be considered under section 306(1) of the Education Act (taking into consideration O. Reg 440/20)

- a) Uttering a threat to inflict serious bodily harm on another person
- b) Possessing alcohol, drugs, or, unless the student is a medical cannabis user, cannabis
- c) Being under the influence of alcohol, drugs, or, unless the student is a medical cannabis user, cannabis
- d) Swearing at a teacher or at another person in a position of authority
- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- f) Bullying (including cyber-bullying)
- g) Persistent absence
- h) Persistent opposition to authority
- i) Habitual neglect of duty
- j) Wilful destruction of school property
- k) The use of profane or improper language
- l) Conduct inconsistent with the code of conduct of the school and/ or administrative procedure AP 6822-D "Code of Conduct", or to the physical or mental well-being of others in the school

2.0 Activities for which expulsion must be considered under section 310(1) of the Education Act (taking into consideration O. Reg 440/20)

- a) Possessing a weapon, including possessing a firearm
- b) Using a weapon to cause or to threaten bodily harm to another person
- c) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- d) Committing sexual assault
- e) Trafficking in weapons or in drugs
- f) Committing robbery
- g) Extortion
- h) Giving alcohol or cannabis to a minor
- i) Bullying (including cyber-bullying), if
 - i. The student has previously been suspended for engaging in bullying, and
 - ii. The student's continuing presence in the school creates an unacceptable risk to the safety of another person.
- j) Any activity listed in section 1.0 that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
- k) Vandalism (causing extensive damage or impact on the school)
- l) Refractory conduct

APPENDIX B
SAFE SCHOOLS INCIDENT REPORTING FLOWCHART FOR BOARD EMPLOYEES (EXCEPT PRINCIPALS)



- Principal will follow Safe and Accepting Schools policy and related procedures to investigate and determine appropriate consequences.
- **OSR FILING:** If the Principal has decided that action must be taken as a result of an incident, they will file a copy of the reporting forms (PART I and II) with documentation indicating the action taken in the Ontario Student Record (OSR) of the student whose behaviour was inappropriate.
 - The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the student's OSR

APPENDIX C: SAFE SCHOOLS INCIDENT REPORTING / WORKPLACE VIOLENCE INCIDENT QUICK REFERENCE CHART

What type of incident is this?		Online Incident Reporting Tool Safe Schools Incident ¹	Online Incident Reporting Tool Workplace Violence Incident ²	Reporting form for worker injury: AF 7850 "WSIB Injury/Disease and Investigation Principal/Manager/Supervisor Report"	BWDSB workplace injury report to WSIB (completed by HR Services)
1	<ul style="list-style-type: none"> serious student incident workplace violence incident no worker injury 	✓	✓		
2	<ul style="list-style-type: none"> serious student incident workplace violence incident worker injury <ul style="list-style-type: none"> criteria for injury report to WSIB not met 	✓	✓	✓	
3	<ul style="list-style-type: none"> serious student incident workplace violence incident worker injury <ul style="list-style-type: none"> criteria for injury report to WSIB are met 	✓	✓	✓	✓
4	<ul style="list-style-type: none"> aggressor is not a student workplace violence incident no worker injury 		✓		
5	<ul style="list-style-type: none"> aggressor is not a student workplace violence incident worker injury <ul style="list-style-type: none"> criteria for injury report to WSIB not met 		✓	✓	
6	<ul style="list-style-type: none"> aggressor is not a student workplace violence incident worker injury <ul style="list-style-type: none"> criteria for injury report to WSIB are met 		✓	✓	✓

IMPORTANT NOTE: If a person (staff, student, or visitor) is critically injured due to a workplace violent incident, the administrator must report it to their area superintendent and the health and safety officer immediately so that it can be reported to the Ministry of Labour, Trades and Skills Development.

Developed from: http://www.edu.gov.on.ca/eng/policyfunding/workplace/violence.html#_AppendixOne

¹ emergency workers do not have access to the Online Incident Reporting Tool and will complete a paper copy of the SSIR-I instead (provided to them by their administrator/manager) in accordance with AP 6819-D

² emergency workers do not have access to the Online Incident Reporting Tool and will complete a paper copy of workplace violence incident form (AF 7520) instead (provided to them by their administrator/manager) in accordance with AP 7520-D