

Christ the Teacher Catholic Schools

Violent Incident Report Form

Christ the Teacher Catholic Schools recognizes that employees have the 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.

Staff, students (workers for the Division or interns), or volunteers who have been victims of violence at work or at their school should complete this form as soon as possible and submit it to the Principal or immediate supervisor.

General Information:	
Name:	Job Title:
Date of Incident:	Time of Incident:
Location of Incident:	If "other", describe:
Type of Incident:	If "other", describe
Date Incident was reported to Administrator:	
Alleged Assailant:	If "other", describe
Name (if known):	
Describe the incident below (what was said or done). Attached report if necessary. Be as specific as possible, including any information about injuries.	

Date

Date

Employee Signature

Administrator Signature

Other Information / Response to the Incident (to be completed by Principal / Supervisor).

RCMP Called? ☐ Yes ☐ No
Advised to consult medical attention? ☐ Yes ☐ No
Medical attention / First Aid obtained? ☐ Yes ☐ No
School Incident Report (Insurance) completed? ☐ Yes ☐ No
Are you aware of the alleged assailant being involved in any previous violent incidents with staff or students? ☐ Yes ☐ No
What measures are in place to prevent a similar incident from occurring?
Supervisor's recommendation / response to incident: (Please outline follow-up and/or action to take place and conducted by whom).

Reviewed by (Superintendent): _____

Signature: _____