



SAFE SCHOOLS INCIDENT REPORTING FORM – PART II OF II

(References: Bill 157: *Education Amendment Act (Keeping Our Kids Safe at School Act)*, 2009

Ministry of Education Policy and Program Memoranda (PPM) 144 and 145
OCDSB Policies P.020.SCO, P.026.SCO and
Procedures PR.511.SCO and PR.515.SCO)

Reference the above-noted policies and procedures and page three for background and instructions on completing this form, responsibilities of individual reporting the incident / activity and the principal, and distribution requirements as set out in the Ministry of Education's PPM 144 and 145.

Additional documentation / information relating to the incident may be attached to this form if required.

CONFIDENTIAL

SAFE SCHOOLS INCIDENT REPORTING FORM – PART II

ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Report No: _____

Report Submitted By: Name: _____ Date: _____

Action Taken No Action Required

Name of Principal: _____

Signature: _____ Date: _____
(Original signature is required)

Note: Only Part II is to be given to the person who submitted the report.

BACKGROUND AND INSTRUCTIONS:

*References: It is **important** you review OCDSB Policies P.020.SCO, P.026.SCO and Procedures PR.511.SCO and PR.515.SCO for detailed information on the individual's and principal's obligations surrounding the Safe School Incident Reporting requirement. The following is a summary only.*

Bill 157: Education Amendment Act (Keeping Our Kids Safe at School, 2009), Revised PPM 144 and 145 and Reporting and Responding to Incidents Fact Sheet available at: <http://www.edu.gov.on.ca/eng/safeschools/reportingResponding.html>

The purpose of reporting incidents of inappropriate and disrespectful behaviour is to ensure that the principal is aware of certain activities taking place in the school for which suspension or expulsion must be considered.

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.**

This reporting requirement is extended to school bus drivers and other non-board employees who come into direct contact with students on a regular basis, as outlined in subsection 300.4 (5.3) of Part XIII of the *Education Act*. Refer to PR.511.SCO and PR.515.SCO for a definition of other non-board employees. The requirement to report does not apply to any individual while they are acting as a volunteer.

In cases where an immediate action is required, an oral report to the principal may be made. A written report must be made when it is safe to do so.

All reports made to the principal must be confirmed in writing, using the "Safe Schools Incident Reporting Form – Part I" – OCDSB 515-Part I Reporting (located in the Forms Conference on BEAM). Original signature is required.

Individuals who are reporting an incident must submit the "Safe Schools Incident Reporting Form – Part I" to the principal in a timely manner. The principal must provide the person who submitted the report with written acknowledgement of receipt on the "Safe Schools Incident Reporting Form – Part II". Each report will be assigned a report number.

If the principal has decided that action must be taken as a result of the incident, he or she 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. 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.

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.

In the case of the victim, no information about the incident must be placed in his or her OSR, unless the victim or parent of the victim expressly requests that it be placed in the OSR.

In situations where the victim is also an aggressor and the principal has taken some action short of suspension, no information about the incident must be placed in this student's OSR if the principal has decided not to notify this student's parents. However, if the principal has notified this student's parents, information regarding the incident and the action taken will be placed in the OSR.

The form and documentation must be kept in the OSR for the timelines outlined in the Suspension and Suspension/Investigation/Possible Expulsion procedures.

In all cases, the principal must provide the individual who reported the incident with written acknowledgement of receipt of the report, using the "Safe Schools Incident Reporting Form – Part II" – OCDSB 515-Part II Acknowledgement (located in the Forms Conference on BEAM), and must specify whether action has been taken or no action is required. Original signature is required. If no further action is taken by the principal, the principal is not required to retain the report, and should destroy it. Information that could identify the student(s) involved must not be part of the acknowledgement.

Each school will be responsible for tracking their reporting, with day/month/year and the number of reports i.e. 12/01/10-1 (12 January 2010, report number 1). Additional documentation / information relating to the incident may be attached to the form if required.

Questions concerning this form and reporting / acknowledgement requirement should be directed to the Principal of Inclusive, Safe and Caring Programs.