

SAFE TEACHERS **VIOLENCE INCIDENT REPORT**

School / Centre _____
Teacher _____

Person(s) Involved	Name:
____ Student	_____
____ Parent / Family	_____
____ School Personnel	_____

Location of Incident _____
Witness(es) _____
Date / Time of Incident _____

TYPE OF INCIDENT

- ____ Verbal
- ____ Non-verbal
- ____ Written
- ____ Internet
- ____ Cellular Phone
- ____ Physical
- ____ Weapon or any object used with the intent of causing harm
- ____ Theft
- ____ Vandalism
- ____ Other _____

DETAILS - Description of Incident This section must be completed.

BACKGROUND

- _____ This is a first incident.
- _____ There have been previous incidents.

TEACHER'S RESPONSE TO THIS INCIDENT

Check all that apply.

- _____ Told the person responsible for the behaviour that their actions or comments were inappropriate and that you wanted it to stop immediately.
- _____ Imposed rules of conduct with a consequence (in case involving a student)
- _____ Contacted parent (in case involving a student)
- _____ Informed school / centre administrator
- _____ Sought help / assistance from school administrator
- _____ Required emergency supply
- _____ Unanticipated absence
- _____ Informed union representative
- _____ Contacted the police
- _____ Other _____

Additional Details:

INCIDENT RESOLUTION

Details:

_____ I would like further assistance / support.

DATE: _____ **SIGNATURE:** _____

Send a copy to ATA President

155, rue Principale Ouest
Suite 104
Magog, QC
J1X 2A7

FAX
819-843-6297 / 1-855-443-6297
ataunion@hotmail.com

RECEIVED: _____

***** THE UNION WILL TREAT THE REPORT OF INCIDENT IN A CONFIDENTIAL MANNER *****

INCIDENT REFERRAL - UNION

CONFIRMATION OF RECEIPT TO TEACHER

Date _____

Details: _____

RESPONSE:

- _____ Refer to QPAT
Date: _____
- _____ Contact ETSB - Human Resources
Date: _____
- _____ Contact ETSB – Complementary Services
Date: _____
- _____ Contact ETSB – Director General
Date: _____
- _____ Grievance
Date: _____
- _____ Other

DETAILS:

INCIDENT RESOLUTION

DETAILS:

Signature of Union President: _____ Date: _____