

# Reporting and Responding to Incidents

## A Resource for Occasional Teachers

### What am I required to do?

A new law (*Keeping our Kids Safe at School Act*) requires you to report serious student incidents to the principal, and to respond to all inappropriate and disrespectful behaviour at school or at school-related activities, or in situations where the activity will have a negative impact on the school climate.

### What types of incidents am I required to report?

You must report any incidents for which the principal must consider either suspension or expulsion (serious student incidents).

Incidents which a principal must consider for *suspension* include:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- Bullying
- Any other activities identified in school board policy (ask the principal what these are).

Incidents which a principal must consider for *expulsion* include:

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Giving alcohol to a minor
- Any other activities identified in school board policy (ask the principal what these are).

These activities include incidents that occur while at school, at a school-related activity or in situations where the activity will have a negative impact on the school climate.

### How do I report?

- You must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, you must report it to the principal by the end of the school day.
- Your report must be confirmed in writing in a timely manner, using the Safe Schools Incident Reporting form – Part I (ask the principal for this form).

\* Note: reporting does not replace conversations between the employee and the principal. The principal and the employee are encouraged to talk about the incident, regardless of action taken.

## **What happens when I report an incident to the principal?**

- The principal will provide a written acknowledgement (Safe Schools Incident Reporting form – Part II) that your report was received and whether he or she has taken any action regarding the incident you reported.

## **Who else has to report?**

- Vice principals
- Teachers and educational assistants
- All non-teaching staff, such as those involved in social work, child and youth work, psychology and other related disciplines
- Administrative and custodial staff
- Bus drivers

## **What am I required to respond to?**

- You must respond to any student behaviour that is likely to have a negative impact on the school climate, if in your opinion, responding would not cause immediate physical harm to you, a student or another person.
- Such behaviour includes all inappropriate and disrespectful behaviour (e.g., swearing, homophobic or racial slurs, sexist comments or jokes, graffiti), as well as those incidents that must be considered for suspension or expulsion.
- For incidents where suspension or expulsion would not be considered, but you feel it is not safe to respond, you are expected to tell the principal as soon as possible.

## **How do I respond?**

- Responding may include asking a student to stop the inappropriate behaviour, naming the type of behaviour and asking for a change in the future.
- \* Note: if the behaviour is not one that must be considered for suspension or expulsion, a response is sufficient – it does not have to be reported to the principal.

## **Who else has to respond?**

- Other board employees who work directly with students (e.g., teachers, staff in social work, child and youth work, psychology and related areas, and educational assistants).

## **Where can I find additional information about Keeping our Kids Safe at School Act (Bill 157)?**

- The Ministry of Education website:  
[www.edu.gov.on.ca/eng/teachers/safeschools.html](http://www.edu.gov.on.ca/eng/teachers/safeschools.html)
- Bill 157 online training module:  
[www.bill157.apandrose.com/](http://www.bill157.apandrose.com/)

## **Who do I contact if I have questions?**

- The school principal

