

Saskatchewan School Workplace Violent Incident Reporting Form

What is Violence?

Violence includes attempted, threatened or actual conduct that affects a worker's safety or security, including physical force, threats, threatening gestures or behaviour, use or display of a weapon, and other conduct that creates a risk of injury.

In accordance with *The Saskatchewan Employment Act*, all provincially regulated workplaces are required to have a violence policy and prevention plan. Employers have an obligation to identify where violence has occurred or may occur and take steps to minimize or eliminate risks through corrective action. This form supports those obligations by creating consistent language and reporting of incidents.

Incident Information

1. Reporting Role

☐ **Self** – I am reporting an incident that happened to me

☐ **Other** – I am reporting an incident I witnessed

Name of Reporter:

2. a) Source of Violence (choose from following options)

☐ Student

☐ Parent/Caregiver

☐ Member of the public

☐ Staff member

2. b) If a student was the source of the violence, please indicate their grade level from the options below

☐ Pre-Kindergarten to Grade 3

☐ Grade 4 to Grade 6

☐ Grade 7 to Grade 9

☐ Grade 10 to Grade 12

3. Staff Position Information

☐ Teaching positions

☐ Classroom teacher (including substitute teacher)

☐ Student support teacher (including CCT, SSCT, Counsellor, etc.)

☐ Other teacher position

☐ Principal/Vice-Principal

☐ Non-teaching positions

☐ Educational Assistant

☐ Administrative staff

☐ Other:

4. School Information

School division: School name:

5. Date and Time of Incident

Date: Time:

6. Incident Type(s) (choose all that apply)

☐ **Collateral/Bystander Exposure** – Psychological impact from witnessing or managing a violent event involving others.

☐ **Harassment** – Refers to behaviours in which someone discriminates against, distresses, humiliates or torments another person. This could be ongoing behaviour or a significant solitary event (choose from the following).

☐ Verbal

☐ Discriminatory

☐ Sexual

☐ Online/digital

☐ **Physical Force** – Intentional application of force (hitting, biting, kicking).

☐ **Property Interference** – Malicious interference with, or vandalism of, personal or workplace property that creates a safety risk (e.g., putting substances in teacher's coffee, tampering with a staff member's car).

☐ **Sexual Contact** – Unwanted physical contact of a sexual nature.

☐ **Threats/Overt Aggression** – A verbal, written, gestural or behavioural statement or action that gives a worker reasonable cause to believe they, or another person, may be at risk of injury.

☐ **Weapon, Dangerous Object or Replica** – Use, possession, display or threatened use of any object, substance, device or replica that is used, intended, or reasonably perceived to cause injury, intimidation or fear (e.g., knives, firearms, imitation firearms, bear spray or other irritants, tools, sporting equipment, thrown objects, modified items or everyday objects used as weapons).

☐ **Other** – Please specify:

7. Immediate Response or Resolution (choose any that may apply)

- ☐ Staff de-escalation or redirection
- ☐ Room cleared or safety evacuation
- ☐ Perimeter Lockdown (secure and hold)
- ☐ Student removed from setting
- ☐ Worker removed from setting
- ☐ School administrator or designate directly responded to the incident
- ☐ School or division support staff involved, such as student support, behaviour support, intensive support or crisis response personnel
- ☐ Parent/caregiver contacted or involved
- ☐ Police intervention
- ☐ First aid or emergency medical response
- ☐ Incident ended before intervention
- ☐ No immediate resolution/incident remained unresolved
- ☐ Other, please specify:

8. Incident Context

- ☐ During instruction (select from the following options)
 - ☐ in a classroom
 - ☐ outside the classroom
 - ☐ in an intensive support classroom where all students require additional supports
- ☐ During transition period (e.g., coming in from recess, in between classes)
- ☐ During unstructured time (e.g., recess, breaks, before or after school)
- ☐ During an extracurricular/voluntary activity
- ☐ Outside of work time

9. Outcome or Harm Experienced (choose all that apply)

- ☐ No injury sustained
- ☐ Incident was a near miss but had potential for harm to self or others
- ☐ Immediate response prevented physical injury (e.g., de-escalation, room clear)
- ☐ Physical injury
 - ☐ First Aid Application (onsite treatment)
 - ☐ Medical treatment required (physician/hospital visit)
 - ☐ Anxiety related to continuity of work
 - ☐ Missed work as a result of incident
- ☐ Psychological/mental health impact
 - ☐ Mental health first aid applied
 - ☐ Anxiety related to continuity of work
 - ☐ Missed work as a result of incident

10. Factual Summary

Briefly describe the sequence of events leading up to, during and after the incident, including who was involved in the incident.