

Safe Schools: Incident Reporting and Responding

Reporting and Responding

Keeping Our Kids Safe at School

All students have the right to feel safe and be safe when they go to school.

New legislation that comes into effect February 1, 2010 is another step in our ongoing efforts to make schools safer for students and staff.

The first of its kind in Canada, the *Keeping our Kids Safe at School Act* builds on Ontario's safe schools strategy and is a primary recommendation from the [Safe Schools Action team](#). It explains what must happen when serious student incidents or inappropriate student behaviour takes place at school.

What the new law means for parents

A positive school climate and safe learning and teaching environment are essential for students to succeed in school. This new legislation builds on that principle. By clarifying how all school board employees must handle incidents at school, it:

- requires **all school staff** to report serious student incidents that could lead to suspension or expulsion
- means principals will learn about events that happen in school that negatively affect the school climate
- ensures parents know that schools will respond appropriately to serious student incidents
- ensures parents know when their child is a victim of such behaviour.

More detailed questions about the legislation are answered in the fact sheet: [Keeping our Kids Safe at School: Reporting and Responding to Incidents](#). (PDF, 260 KB)

What the new law means for students

We know school staff are committed to student safety — and we want students to know that too. Under the new law and policies:

- **school staff who work directly with students** will respond to all cases of disrespectful and inappropriate student behaviour, as long as it is safe to do so. Examples of this include racist, sexual, sexist or homophobic comments, slurs and jokes and graffiti as well as activities that could lead to suspension and expulsion
- **a school board employee** who learns of a serious incident must tell their principal. School staff will make sure that the victim receives the support they need, such as counselling or referral to child and youth services.



Report No: _____	CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM – PART I
Name of School _____	
1. Name of Student(s) Involved (if known) _____ _____	
2. Location of Incident (check one)	<input type="checkbox"/> At a location in the school or on school property (please specify) _____ <input type="checkbox"/> At a school-related activity (please specify) _____ <input type="checkbox"/> On a school bus (please specify route number) _____ <input type="checkbox"/> Other (please specify) _____
3. Time of Incident	Date: _____ Time: _____
4. Type of Incident (check all that apply)	<p>Activities for which suspension must be considered under section 306(1) of the Education Act</p> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person <input type="checkbox"/> Possessing alcohol or illegal drugs <input type="checkbox"/> Being under the influence of alcohol <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority <input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school <input type="checkbox"/> Bullying <input type="checkbox"/> Any other activity for which a student may be suspended under board policy <i>[Note: Boards must specify on this form any other activities for which the principal may suspend according to board policy.]</i> <p>Activities for which expulsion must be considered under section 310(1) of the Education Act</p> <input type="checkbox"/> Possessing a weapon, including possessing a firearm <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner <input type="checkbox"/> Committing sexual assault <input type="checkbox"/> Trafficking in weapons or in illegal drugs <input type="checkbox"/> Committing robbery <input type="checkbox"/> Giving alcohol to a minor <input type="checkbox"/> Any other activity for which a pupil may be expelled under board policy <i>[Note: Boards must specify on this form any other activities for which the board may expel according to board policy.]</i>
5. Report Submitted By: Name: _____	
Signature: _____	Date: _____
Contact Information: Location: _____	Telephone: _____