ABBOTSFORD SCHOOL DISTRICT
LEARNING SUPPORT SERVICES

Student Safety Incident Reports

When there is a **student safety incident** directed against a school district employee by a student, a **"Student Safety Incident Report**" form is completed. (School District Staff can locate this form on Abby Connect at https://abbyconnect.sd34.bc.ca/department/lss/Pages/default.aspx
This procedure is a requirement of WorkSafeBC. The principal must ensure that staff members are made aware of their responsibility to report any situations which gives a worker reasonable cause to believe that he or she is at risk of injury.

When the "Safety Incident Report: Violence in the Workplace" form is completed and signed by the Principal a copy is sent to the **Manager of Health and Safety** at the School Board Office**.** There it is recorded and, if appropriate, sent to the Learning Support Services Department.

The Manager of Health and Safety at the School Board office and the LSS helping teacher receive the "Student Safety Incident Report". One of them will visit the school and completes the **WVRA: Workplace Violence Risk Assessment** with the principal. The results of the WVRA determine if a safety plan is required.

If a Safety Plan is <u>Required</u>...

- The development of a Safety Plan **MUST** be facilitated by an appropriately trained district LSS staff member.
- It is the school's responsibility to set up a team meeting. The meeting must include **<u>the principal, parents</u>**, and the <u>school district employees who are directly involved with the student.</u>
- The the Safety Plan must be completed in a timely manner.

A Safety Plan <u>May</u> be Written when

- there is reasonable cause to believe that a student may injure a school district employee.
- It is needed to be proactive for a student

If A Safety Plan is <u>Not</u> Required...

- The Student Safety Incident Report is kept on file at the School Board Office in the Health and Safety office.
- These documents are confidential

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