

Responsive Strategies for Processing and Responding to Incidents

INCIDENT REPORTING PROCESS

Immediate Response – First Aid/Safety

Part A: Employee Report

Assessment by

- Special Education Officer
- Safe Schools Education Officer
- FOS Education Officer

Incident is Level 1 unless these Level 2 conditions are met:

- Multiple staff are injured
- Incident generates a report to CAS and/or DRPS
- Incident requires medical attention
- Incident is of a sexualized nature (if not already covered by CAS/DRPS condition)
- The report is about a Parent/Guardian
- There are multiple reports from the same school over a short period of time

Response to Level 1 Incident

- Monitor for further incidents from school

Response to Level 2 Incident

- Special Education Officer/FOS Education Officer/Safe Schools Education Officer consult with principal to determine supports/interventions

INFORM (as required)

- Superintendent of Family of Schools
- Superintendent of Inclusive Services
- Superintendent of Safe Schools
- Consult with other school and Board team members as required

FOLLOW UP

- Review incident
- Develop strategies
- Allocate support/resources
- Determine Next Steps including support for all students and staff

MONITOR SITUATION

Part B: Principal Report

Reviewed by

Health and Safety Officer

NOTE: On-going monitoring of incident reporting directs response. The time interval between an employee's submission (Part A) and the supervisor's follow up (Part B) should be completed within five days. This process is monitored with appropriate follow up when interval extends beyond this range.

DATA MONITORING

- Regular and ongoing monitoring of data will occur using the data dashboard by internal staff (Safe Schools, Health & Safety, Assessment /Accountability and Inclusive Student Services)
- Significant trends reported to Family of Schools Superintendents immediately
- Updates provided regularly to Administrative Council

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INCIDENT ACTION PLAN

Immediate Response
First Aid/Safety

Assessment by

- Special Education Officer
- FOS Education Officer
- Safe Schools Education Officer

Student without Special Needs

(No Individual Education Plan/
Behaviour Safety Plan)

FOS Education Officer connects with the
Principal to provide immediate support

Debrief

- Principal organizes incident debrief and who will attend
- Gather information regarding incident:
 - Possible triggering event
 - Nature of student behaviour
 - Staff response and effectiveness

Action Plan

Principal develops Action Plan:

- Progressive Discipline considerations
- Student support plan
- Student Brief (if applicable)
- Transition plan (if required)

Follow Up

- If Behaviour Safety Plan required – Consult with Special Education Officer
- Ongoing support to Principal and school team

Student with Special Needs

(Individual Education Plan/
Behaviour Safety Plan)

FOS Education Officer connects with the
Principal to provide immediate support

Debrief

- Principal organizes incident debrief and who will attend
- Gather information regarding incident:
 - Possible triggering event
 - Nature of student behaviour
 - Behaviour Safety Plan
 - Programming effectiveness
 - Staff response and effectiveness

Programming Supports

- Instructional Facilitator
- Social Work/ Psych Services
- Short Term Assistance Response Team
- Autism Resource Team

Action Plan

Principal develops Action Plan:

- Progressive Discipline considerations
- Student support plan
- Student Brief (if applicable)
- Transition plan (if required)

Follow Up

- Ongoing support to Principal and school teamschool team

Ongoing Monitoring
and Support