

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**704.1
ADMINISTRATIVE REGULATION
Reporting Incidents of Violence**

The WCB Occupational Health and Safety Regulations describe the requirements of a program to reduce the risks of injury to staff from acts of violence. The guidelines below will assist in complying with the WCB regulations.

1. School administrators shall investigate all violent incident reports submitted by staff.
2. Incidents that result in a referral to medical attention must be reported to the WCB as a workers' compensation claim and be formally investigated as required by Section 3.8 of the WCB regulations.
3. Action taken to resolve reported incidents should be made known to staff as soon as possible.
4. Completed violent incident reports should be sent to the School District Health and Safety Officer.
5. Summary information from violent incident reports should be recorded. In September an annual report of this information should be discussed with the district safety committee. Information recorded should include: date, time, type of incident, perpetrator (ie, student, staff members, parent, etc.), action taken, number of prior incidents by the same individual. The names of victims or perpetrators should not be disclosed on this report.
6. Summary information should also be taken on perpetrators. This information can be used to advise principal, managers and other staff as necessary, of past incidents and to consider support issues for students, especially in the special needs area.
7. Violent incident reports should be referred to police when intent to harm is evident.

NOTE: The shaded sections of the Violent Incident Reports are to be completed for school use only.

Cross Refs: WCB Regulation, Student Behaviour Policy, Safe Schools Policy, Weapons Policy, Reporting Incident of, Violence Regulation

Adopted: January 25, 2000
Reviewed:
Revised: