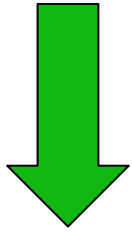


# Violent Incidents and Safe School Reporting

**How to access Violent Incident and Safe Schools Forms**

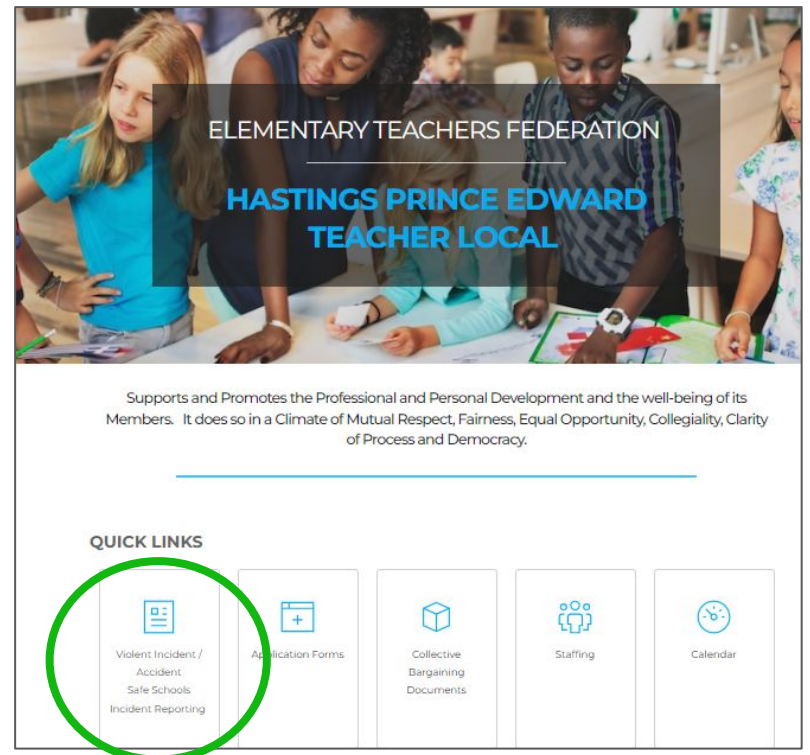


**Click Here for Link**

Or it can be found on our website here



[www.etfohp.on.ca](http://www.etfohp.on.ca)



## Once you are in CLEVR:

*\*\*Please note this is ONE way of accessing the forms. You can also access through "Listings".\*\**

**Step 1 - Scroll down to MY FORMS**



**Step 2 - Click ADD.**

**Here it will prompt you for your location and what form you want to submit. Then click ADD FORM.**



**Step 3 - Complete all info in the tabs of the form.**

**Step 4 - Submit.**

To submit a Violent Incident Form

- In the "incident/accident" tab, click "signed by" tab. Click "Ready to Submit". Click "Submit to Supervisor for Review"

**Step 4 - Submit.**

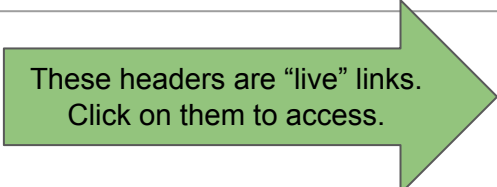
To submit a Safe Schools Form

- In the "Employee Authorization" tab, click "Copy Information to the Safe Schools for the Students Identified."

**DO NOT CLICK the "Finalize Incident Report" Button**

# FAQ - Violent Incidents & Safe Schools

Frequently Asked Questions	Answers
Do I have to fill out these forms?	Under the OHSA, ETFO members have specific duties to report workplace violence. Under the Education Act, ETFO members have specific duties to report serious student incidents. These duties are further described in Ministry Policy <a href="#">PPM 145</a> .
The student is younger, and/or has an identification. Do I still need to fill of the forms?	Your duties to report workplace violence and serious student incidents cannot be limited by age, needs, or other mitigating factors.
My colleague also witnessed a Safe School reportable action. Do I still need to fill out a Safe Schools Report?	Yes. If you have observed or become aware of a student “behaving in a way that is likely to have a negative impact on the school climate”, you are required to fill out the Safe Schools Form.
When do these forms need to be filled out by?	Violent Incident/Accident Forms - within 24hrs. Safe Schools - by the end of the day.
Why does our ETFO local want us to fill out another form (on the local website) for Violent Incidents?	This helps our executive and Health and Safety team monitor and collect more specific information that can lead to supports being put in place for students.
What forms do I fill out?	See chart below - links to forms in the header.

Scenario		<a href="#">Violent Incident Form in CLVR</a>	<a href="#">ETFO Online Form</a>	<a href="#">Safe Schools Form in CLVR</a>	<a href="#">Accident Form in CLVR</a>
		Example 1 Student physically harms another student			
Example 2 Student physically strikes you - no injury		X	X	X	
Example 3 Student physically harms you and causes injury		X	X	X	X
Example 4 Student verbally threaten to harm you		X	X	X	
Example 5 Student uses offensive language toward you but does not threaten any harm				X	
Example 6 You are threatened or feel threatened by a parent or member of the public.		X			