



Violence/Threat/Intimidation Report

This report is to be completed by any staff member who believes that a **student, parent, or community member** has committed an act or acts of violence and/or intimidation towards them or have uttered a threat as defined below:

- Threat:** *A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture.*
- Violence:** *Violence is an attempt or actual exercise by a person of any physical force so as to cause injury to another person or persons.*
- Intimidation:** *Intimidation is the act of instilling fear in someone as a means of controlling that person.*

Once Page 1 is completed, the staff member must report to an administrator or supervisor to discuss if any actions are required to address the situation.

Page 2 must be completed by Administration/Supervision along with the worker and a copy forwarded to the Director of Inclusive Education.

After the VTI report is completed in full, and a copy is sent by email to the Director of Inclusive Education, the hard copy of the report is to be stored / filed with the Safety Plan for the student. This ensures any new staff member, TTOC, replacement EA etc. that will be working with the student can review recent VTI reports as they review the Safety Plan for the student. VTI reports do not go in student file.

If a student in VTI report does not have a Safety Plan, a pattern of VTI reports may indicate that a comprehensive Safety Plan will be required for this student in the future.

All VTI reports are to be reviewed (and signed) by a member of the School's Joint Occupational Health & Safety Committee during the monthly JOHSC meeting.

***If a worker is injured, a First Aid report must still be completed after First Aid is sought**

Any serious injury will be immediately reported to WorkSafeBC by the employer

Serious Injury:

Serious injuries are those that are life-threatening or could cause permanent injury. Serious injuries include traumatic injuries such as major fractures, amputations, and serious burns. Serious injuries also include incidents such as exposure to chemicals and heat and cold stress, as these could result in life-threatening conditions or cause permanent impairment. For more information: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-for-workers-compensation-act#SectionNumber:G-P2-68-1>



Violence/Threat/Intimidation Report

General Information

District Facility (School):

Date of Incident:

Employee's Last Name:

First:

Exact Location of Incident:

Time of Incident:

Definition of Terms and Disclosure

Threat: A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture.

Violence: Violence is an attempt or actual exercise by a person of any physical force so as to cause injury to another person or persons.

Intimidation: Intimidation is the act of instilling fear in someone as a means of controlling that person.

This is a report of: Threat Violence Intimidation

Person Committing Act (if known)

Last Name:

First:

Relationship: Student Parent Other (describe):

Designated Student Designation (if known):

Describe the person committing the act (If identity of the person is not known)

Male Female Approx. Age: Height: Hair Colour/Length:

Description of clothing:

Other identifying marks (e.g. scars, tattoos, birthmarks):

Type of Incident (check all that apply)

Verbal Assault Threat
 Physical Assault Weapon Involved (describe):
 Intimidation Other (describe):

Worker's Description of Incident (does not replace completing First Aid Report if an injury has occurred)

Attending Physician Yes No

Time Loss Yes No

