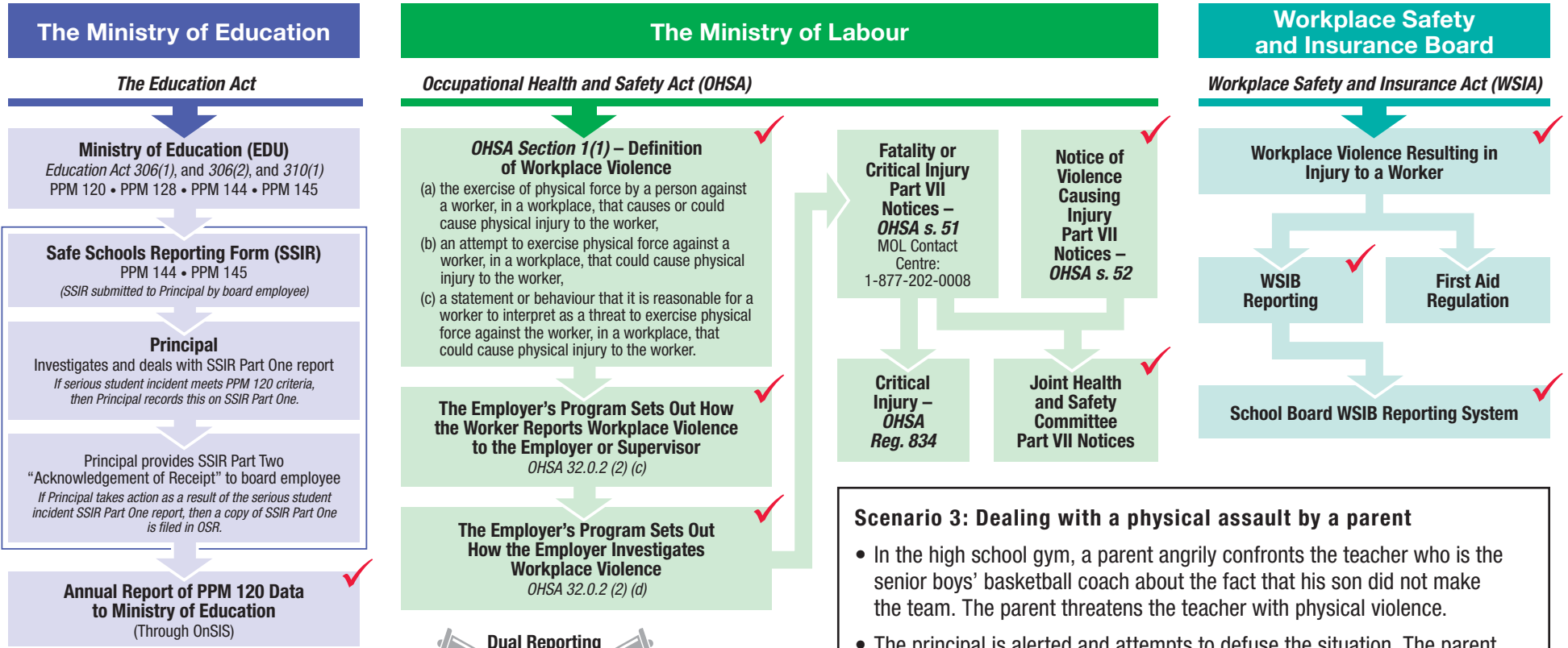


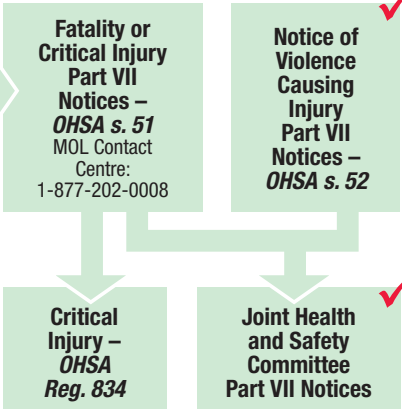
# Appendix 3: Reporting actions for Scenario 3 shown on the Road Map

## WORKPLACE VIOLENCE REPORTING PROCESS IN SCHOOL BOARDS



**Dual Reporting Requirement**

If an incident meets the definition of workplace violence (OHS Act) and a serious student incident, then both the Employer's Workplace Violence Reporting form and the Safe Schools Incident Reporting form (SSIR as per PPM 120) are required to be completed as per the school board's workplace violence reporting procedure. These two forms are to be completed by the employee and submitted to the school board.



**Scenario 3: Dealing with a physical assault by a parent**

- In the high school gym, a parent angrily confronts the teacher who is the senior boys' basketball coach about the fact that his son did not make the team. The parent threatens the teacher with physical violence.
- The principal is alerted and attempts to defuse the situation. The parent pushes the principal against the gym wall and leaves the school. The police are called.
- No first-aid treatment is necessary, but the principal later seeks medical attention for a back injury resulting from the incident. Over the next few days, the teacher experiences increasing mental stress as a result of the incident, including fearing for their personal safety at work and in the community. The teacher then seeks medical attention for this mental stress. The school board and local police conduct coordinated investigations.

✓ Reporting actions for this scenario

<b>Key</b>	<b>PPM 120</b> – Reporting Violent Incidents to the Ministry of Education	<b>PPM 145</b> – Progressive Discipline and Promoting Positive Student Behaviour
<b>PPM</b> – Policy/Program Memorandum	<b>PPM 128</b> – Provincial Code of Conduct and School Board Code of Conduct	<b>Local Police</b> – Provincial Model for a Local Police/School Board Protocol (2015)
<b>EDU</b> – Ministry of Education	<b>PPM 144</b> – Bullying Prevention and Intervention	
<b>MOL</b> – Ministry of Labour		