

The Bluewater Online Incident Reporting Tool

<https://bwdsbonlineincidentreporting.oesc-cseo.ca>

To report incidents of violence and aggression in schools, employees must use the new Bluewater Online Incident Reporting Tool. This replaces both the former Safe Schools Incident Reporter (SSIR) in the BBS, and form AF7520: Workplace Incident Reporting.

The Education Act requires all board employees to report, as soon as reasonably possible, any student behaviours for which suspension or expulsion must be considered (see page 2). The Occupational Health and Safety Act requires workers to report all violence in the workplace. The employee must consider the safety of others and the urgency of the situation in reporting the incident, and must report it to the principal no later than the end of the school day.

Workplace violence, as per the Occupational Health and Safety Act, is defined below. Use the definition to determine if the incident meets the intent of this legislation.

- The **exercise of physical force** by a person against a worker, that causes or could cause physical injury to the worker
- An **attempt to exercise physical force** against a worker that could cause physical injury to the worker
- A **statement or behaviour** that is reasonable for a worker to interpret as a threat to exercise physical force against the worker that could cause physical injury to the worker

The Bluewater Online Incident Reporting Tool is where all employees report:

- **Any incident of workplace violence** as defined by the Occupational Health and Safety Act, regardless of whether the act or threat was from **a student, an employee or an outsider** to the Board.
- **Any time an employee becomes aware of a student infraction** for which a suspension may be imposed by the principal, or any student infraction for which a principal may consider the recommendation to the Board that a student be expelled.
- In these situations, the employee **must verbally report** the infraction and any details to the principal/vice principal or teacher-in-charge at the earliest and safest opportunity, and then **submit the online report as soon as possible**.
- Where two or more board staff and/or transportation providers become aware of the same incident, **each staff member** and transportation provider **shall make a report** of each incident.

The user guide for the **Bluewater Online Incident Reporting Tool** can be accessed on
SharePoint > Staff Resources > Safe Schools

OR

SharePoint > Staff Resources > Online Incident Reporting.

Training videos are also available on SharePoint.

ACTIVITIES FOR WHICH STUDENT SUSPENSION OR EXPULSION MUST BE CONSIDERED

1.0 Activities for which suspension must be considered under section 306(1) of the Education Act

- a) Uttering a threat to inflict serious bodily harm on another person
- b) Possessing alcohol or drugs
- c) Being under the influence of alcohol or drugs
- d) Swearing at a teacher or at another person in a position of authority
- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- f) Bullying
- g) Persistent absence
- h) Persistent opposition to authority
- i) Habitual neglect of duty
- j) Wilful destruction of school property
- k) The use of profane or improper language
- l) Conduct inconsistent with the Code of Conduct of the school or to the physical or mental well being of others in the school

2.0 Activities for which expulsion must be considered under section 310(1) of the Education Act

- a) Possessing a weapon, including possessing a firearm
- b) Using a weapon to cause or to threaten bodily harm to another person
- c) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- d) Committing sexual assault
- e) Trafficking in weapons or in drugs
- f) Committing robbery
- g) Extortion
- h) Giving alcohol to a minor
- i) Bullying, if
 - i. The student has previously been suspended for engaging in bullying, and
 - ii. The student's continuing presence in the school creates an unacceptable risk to the safety of another person.
- j) Any activity listed in section 1.0 that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
- k) Vandalism (causing extensive damage or impact on the school)
- l) Refractory conduct