

The Bluewater Online Incident Reporting Tool

www.bwdsb.on.ca > Staff Portal > Reporting > Incident Reporting
or <https://bwdsbonlineincidentreporting.oesc-cseo.ca>

The Bluewater Online Incident Reporter is where all employees **must** report the following:

- **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.
- **Any incident of workplace violence or aggression**, 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.
- In these situations, the employee **must verbally report** the infraction and any details to the principal/vice principal at the earliest safe 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. *This includes if you were a witness to the incident.*

Do I have to report? YES! It is the law.

- 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, using the Bluewater Online Incident Reporter, no later than the end of the school day.

Even if you reported verbally, or if another employee has completed the Bluewater Online Incident Reporter, you are required to do so as well, even if you were “only” a witness.

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, and complete the “workplace violence” section inside the Bluewater Online Incident Reporter.

- 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

A “**safe schools incident**” includes any student behaviours for which suspension or expulsion must be considered under the Education Act. See page 2 for the lists, and complete the “safe schools incident” section inside the Bluewater Online Incident Reporter.

ACTIVITIES FOR WHICH SUSPENSION MUST BE CONSIDERED

- Uttering a threat to inflict serious bodily harm on another person
- Fighting/violence
- Bullying
- Theft
- Possessing alcohol, drugs, or cannabis (unless the student is a medical cannabis user)
- Being under the influence of alcohol, drugs, or cannabis (unless the student is a medical cannabis user)
- Swearing at a teacher or at another person in a position of authority
- The use of profane or improper language
- Inappropriate use of social media
- Persistent absence, tardiness, and/or truancy, including skipping classes
- Persistent opposition to authority
- Habitual neglect of duty
- 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
- Wilful destruction of school property
- Conduct inconsistent with the Code of Conduct of the school or board or to the physical or mental well-being of others in the school

ACTIVITIES FOR WHICH EXPULSION MUST BE CONSIDERED

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in drugs
- Giving alcohol or cannabis to a minor
- Committing robbery
- Extortion
- Vandalism causing extensive damage or impact on the school
- Engaging in activities on or off school property that have caused extensive damage to the property of the board or to goods that are/were on Board property
- Refractory conduct
- Bullying, if
 - the student has previously been suspended for engaging in bullying
 - the student's continuing presence in the school creates an unacceptable risk to the safety of another person.
- Any activity for which suspension must be considered 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.