

Violent Incident Reports (VIR)

VIR's must be filled out:

1. Each time an EA/SPA or staff member is physically hit, slapped, punched, bit etc. by a student.
2. Regardless of whether or not the physical contact was intentional or accidental (eg. the student is (un)aware of his/her behaviour).
3. Regardless of whether or not there is an injury (as the injury may become apparent at a later time).
4. To ensure that proper documentation procedures are followed.

To find VIR's: 1. Open **Firstclass**

2. Click on **Public Conferences**

3. Click on **Forms- Office**

4. Go to Search box in the top right hand corner

5. Enter *Violent Incident Reports*

Please send a copy of the VIR via UGDSB mail courier to:

Julie Wagner

c/o OSSTF District 18 Office

Fergus, ON

The VIR's ensure proper documentation of the incident and help to work towards improving the Health and Safety for all EA/SPA's. The Union and the Board need to know! It is your responsibility under the Board's policy to fill out these forms. If administrators, department heads, teachers are blocking the completion of these forms they are in VIOLATION of Board Policy.

If you have any concerns or questions regarding Health and Safety, please contact: Julie Wagner, Health and Safety Officer

(519) 323- 3430 ext. 544 or julie.wagner@ugdsb.on.ca