



Violent Incident Report Form

***All violent incidents by students are to be reported using this form.**

Email to: psbstudentservices@edu.pe.ca

☐ Physical ☐ Verbal

VIOLENCE: Any physical interference with another person which has or might reasonably have the effect of impairing another person's health, welfare or safety.

VERBAL ABUSE: The use of language which is insulting, hurtful, offensive, reproachful, or which ridicules, disparages or belittles another person. Verbal abuse may include but is not limited to bullying, harassment, discrimination, sexual innuendo, or threats. (PSB Operational Procedure – Safe & Caring Learning Environments).

Identifying Information

Student: _____

Date of Birth: _____

School: _____

Grade: _____ Student ID: _____

Medical Help or First Aid Obtained: Yes No

School Incident Report Form Completed: Yes No

WCB Form Completed: Yes No

Police Called (if applicable): Yes No

Parent/Guardian Contacted: Yes No

Who was affected?

☐ Teacher ☐ Principal/Vice Principal

☐ Student ☐ PSB Branch Staff

☐ CUPE 3260 ☐ School Counsellor

☐ Other (specify)

Name: _____

Incident Information

Date: _____ Time: _____

Type of Incident: (select all that are relevant).

☐ Verbal ☐ Push

☐ Written ☐ Kick

☐ Hit ☐ Scratch

☐ Bite ☐ Grab

☐ Throwing objects/object used: _____

☐ Other (specify): _____

Incident Description

**Description of the event (include any relevant details such as location, persons involved, and immediate follow-up).*

Were you working alone? ☐ Yes ☐ No

Was the student involved in a previous violent incident with school staff?

☐ Yes ☐ No ☐ Unknown

Does this student have a Behavior Support Plan (BSP) or De-escalation Plan?

☐ Yes ☐ No ☐ Unknown

Non-Violent Crisis Intervention (NVCi) hold used?

☐ Yes ☐ No

Name of witness(es): _____

Employee Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Personal information on this form is collected under Section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988 c. F-15.01 as it relates directly to and is necessary for purposes of providing services to students and will be used for purposes of Public School Branch operations and administration. If you have any questions about this collection of personal information, you may contact the Public Schools Branch by telephone at 902.368.6990, 902.888.8400, or toll free at 1-800-280-7965.