



RCH Incidents Involving Employees/ Volunteers – Reporting Form

Worksite: _____

Date of Incident _____

1. Indicate applicable Employee Group (Administrative Support, Confidential, Managerial, Teaching, Instructional Support, Operational Support) or note for Volunteer for Complainant(s) and Respondent(s) below :

Complainant(s): _____

Respondent(s): _____

2. Nature of Incident: _____

3. Actions Taken: Persons interviewed: Complainant Respondent Other

Other: _____

4. Resolution reached: Yes No

Requires further investigation/support by Coordinator of RCH Yes No

Requires further investigation/support by Coordinator of Human Resources Yes No

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

Please forward the signed, completed form to the Coordinator of RCH, Regional Office
(see reporting procedure on reverse)



RCH Incidents Involving Employees/ Volunteers – Reporting Form

1. Use the RCH Incidents Involving Employees/Volunteers – Reporting Form to record all RCH-related incidents involving employees/volunteers. The purpose of this reporting form is to allow the Board to document and track the frequency of, the nature of, and the resolution of RCH incidents involving employees/volunteers within the Board. The names of the individuals involved are not provided on the report.
2. All Board employees or volunteers observing or experiencing any form of RCH incident by students, employees, or school community members while on school board property or at school/board sanctioned events is required to report the incident immediately. Employees must report the incident to their immediate supervisor or designate. Students, volunteers, and community members must report the incident to the school principal or the principal of the event.
3. The RCH Incidents Involving Employees/Volunteers – Reporting Form is completed. If the incident is resolved to the satisfaction of the parties, then no further action may be required. The supervisor will fully document the nature of the incident and the outcome. The completed form is submitted to the Coordinator of RCH. The Coordinator of RCH provides a copy of the form to the appropriate Human Resources Coordinator.
4. If the incident is determined to require intervention by the Human Resources Department, then the appropriate Coordinator of Human Resources will contact the supervisor to acquire additional information.
5. If the incident is not resolved, then the matter shall be referred to the Director of Human Resources and the Coordinator of RCH for further action. The Director of Human Resources and the Coordinator of RCH may refer the incident to the Superintendent of Schools.
6. The resolution of RCH incidents may include appropriate support and counselling to both the complainant and the respondent, as well as an opportunity to debrief.
7. If the employee or supervisor believes that the incident is harassment, then the incident should be dealt with in compliance with the Board's Respectful Workplace (BP 305.27) policy and procedure.