

## ACCESSIBILITY:

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

The following checklist is intended to guide you through the process of addressing an employee incident. As you complete each step please check Yes or indicate not applicable (N/A).

**Yes    N/A**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Administrator/supervisor is informed of an employee incident.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contact the appropriate superintendent (Do not delay moving to the next step if the supervisory officer is not available. Return to this step when supervisory officer is available.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contact Family and Children's Services (F&CS). If allegation is sexual or if there is physical injury, then contact Waterloo Regional Police Service (WRPS) as well. The employee is only informed if directed by Family and Children's Services.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete all appropriate sections of Suspected Child in Need of Protection APS020-01F (to this point in the process).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Family and Children's Services conducted an interview with the student.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Family and Children's Services deferred follow-up action to the Administrator/Board.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Administrator discusses follow-up action with the appropriate Superintendent.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contact parents/legal guardian (as directed by F&CS/Supervisory Officer).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Where Family and Children's Services defers to the Board, meet with the employee and discuss the allegation. If disciplinary action will be taken, set up a meeting with the employee and advise employee that they can bring a union representative.   |
| <input type="checkbox"/> | <input type="checkbox"/> | (Where action is necessary) meet with the employee and implement Progressive Discipline procedures in consultation with school superintendent and Human Resources and indicate discipline in section 6 of Employee Incident APS020-02F: <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Letter of Discipline</li> <li>• Other (Explain for instance the preventative measures discussed with employee. Refer to document "Be Wary Be Wise")</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Where no discipline is necessary complete section 7 with one of the following statements as appropriate: <ul style="list-style-type: none"> <li>• Child recanted his/her allegation.</li> <li>• Evidence did not merit further action/investigation.</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete Employee Form APS020-03F (all applicable sections must reflect consistent information with Board Office copy APS020-02F).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign and date all forms..   |
| <input type="checkbox"/> | <input type="checkbox"/> | Meet with the employee. Review Employee Incident APS020-02F with the employee and complete section 8.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Send the original Employee Incident APS020-02F in a sealed courier envelope to the Family of Schools Superintendent of Learning.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Superintendent reviews and sends it to Human Resource Services.   |



## EMPLOYEE INCIDENT CHECKLIST

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- Human Resource Services files incident report in locked cabinet.

**To be Completed by:** Principal

**Description of Use:** Filed in Principal's office, not in OSR (Retention: Permanent)