

**MANTE VIOLENT INCIDENT REPORT**

Instructions: Following a violent incident, the employee is to complete this report and give the Principal/Building Administrator their copy. The employee is to retain the remaining copies until a maximum of 10 working days have passed at which point the employee will check the appropriate box below and distribute the remaining copies, keeping the original.

**Employee Name:** \_\_\_\_\_

**Date and Time of the Incident:** \_\_\_\_\_

**School or Building/Location:** \_\_\_\_\_

Incident Description: (Using student or other staff initials only, give a brief description of the incident – what happened, what precipitated the incident, who else was present, what immediate action was taken by yourself and/or others involved, etc.)

Were there injuries? Describe if yes:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Given to Principal/Building Administrator

☐

The Administrator DID advise me of actions taken within 10 days of the incident.

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The Administrator DID NOT advise me of actions taken with 10 days of the incident.

WHITE – Employee    YELLOW – Human Resources    PINK – MANTE President    GOLD - Administrator

This personal information is collected under the authority of the Public Schools Act and will be used for personnel administration purposes. It is protected by the Privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Act (PHIA). If you have any questions about the collection of this information contact the Access and Privacy Officer, St. James-Assiniboia School Division, (204) 888-7951.