

# Aggressive Incident and Safe Schools Reporting Instructions

Before you report, know what you are reporting: aggressive incident, safe schools, or both?

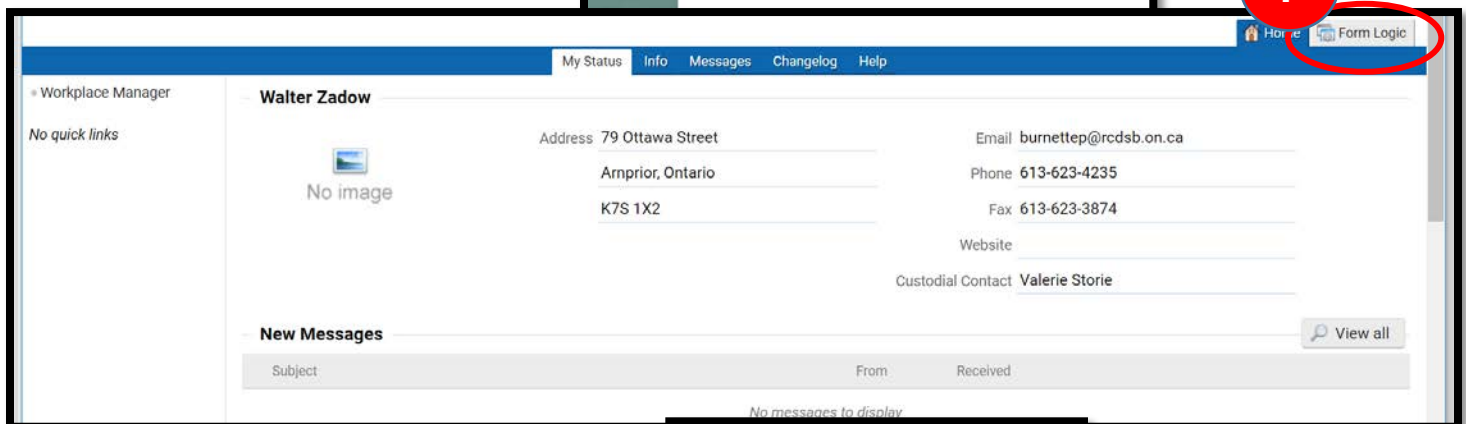
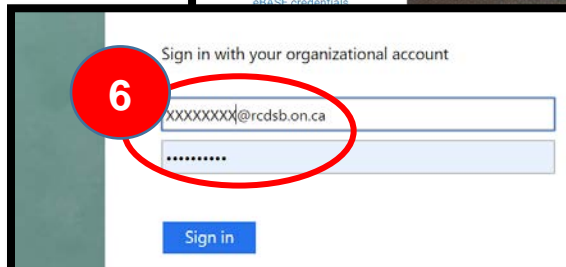
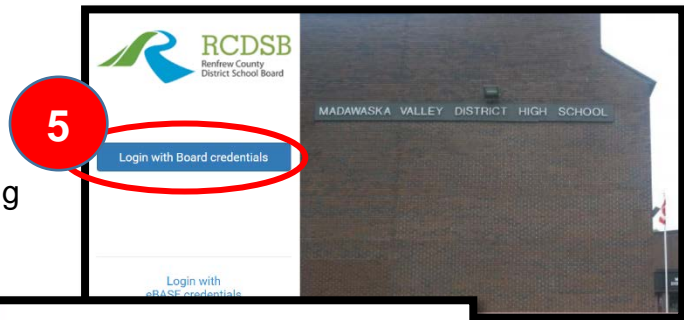
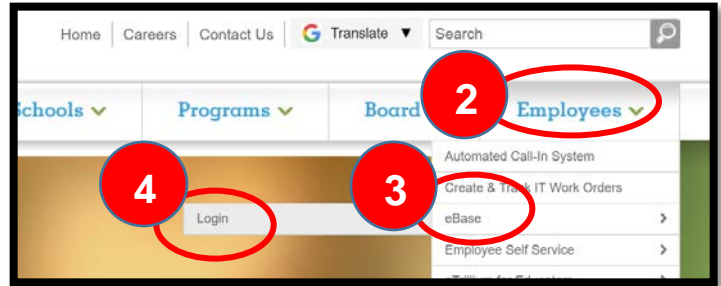
## Aggressive Incident Report

-any workplace violence/aggressive incident involving/toward a staff member

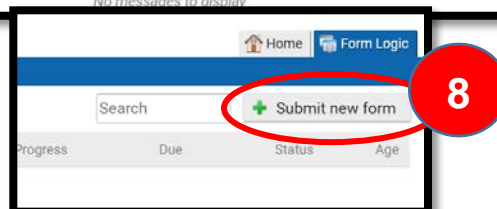
## Safe Schools Report

-any incident of the nature that could lead to suspension or expulsion (student to student/student to staff/visitor to other)

1. Go to [www.rcdsb.on.ca](http://www.rcdsb.on.ca).
2. Hover over **Employees** to see the dropdown.
3. Hover over **eBase** to see the **Login** option.
4. Click **Login**.
5. On the next screen, click **Login with Board credentials**.
6. On the next screen, remember to login using **your complete email address and password**.
7. On the next screen, click on **Form Logic**.



8. Click **Submit new form**.



9. Choose your **facility** first.

10. Then, choose **Incident Reporting Forms**.

Submit new form

Workflow: - Choose -  
- Choose -  
Incident Reporting Forms

Facility: - Choose -  
- Choose -  
A. J. Charbonneau  
ADHS  
Admaston

To choose **Aggressive Incident** (for any workplace violence/aggressive incident involving/toward a staff member) say **YES** to the **Aggressive Incident** dropdown.

Submit new form

Workflow: Incident Reporting Forms Facility: Walter Zadow

Please select Aggressive Incident Reporting or Safe Schools from this dropdown.

Aggressive Incident Report: - -  
Yes  
No

Save draft Submit

To choose **ONLY SAFE SCHOOLS REPORT** - (for any incident of the nature that could lead to suspension or expulsion) say **NO** to **Aggressive Incident** and say **YES** to **Safe Schools**.

Submit new form

Workflow: Incident Reporting Forms Facility: Walter Zadow

Please select Aggressive Incident Reporting or Safe Schools from this dropdown.

Aggressive Incident Report: No  
Safe Schools: - -  
Yes  
No

Save draft Submit

To choose **BOTH REPORTS**, after saying **YES** to **Aggressive Incident Report**, say **YES** when asked if you would also like to include a **Safe Schools Report**.

Submit new form

Workflow: Incident Reporting Forms Facility: Walter Zadow

Please select Aggressive Incident Reporting or Safe Schools from this dropdown.

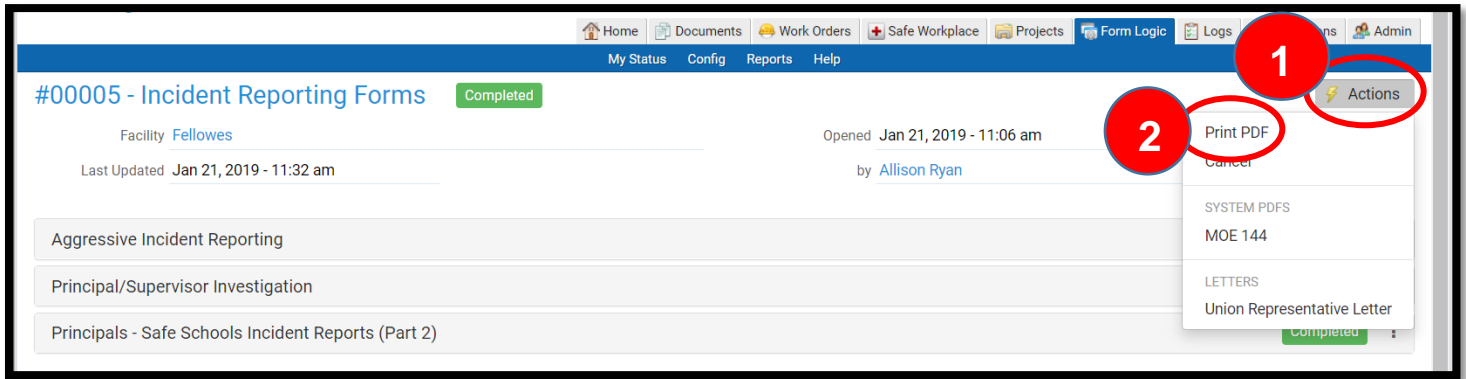
Aggressive Incident Report: Yes  
Safe Schools: - -  
Yes  
No

Save draft Submit

Follow the prompts throughout to submit your report.

# Printing/Saving a copy of your Aggressive Incident/Safe Schools Report

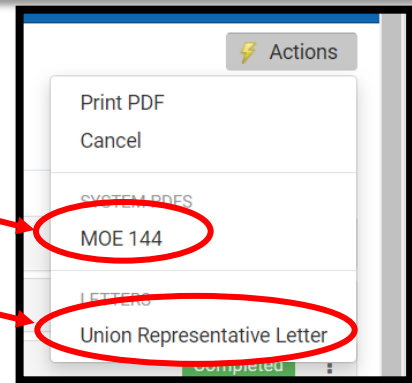
1. After submitting your report, click on the **Actions** tab.
2. Choose **Print PDF** to **save a copy** or **print a PDF** of your report.



3. You will see 2 additional choices.

**MOE144:** Allows administrators to print a Safe Schools Report for the OSR.

**Union Representative Letter:** When your form is completed by your supervisor, a copy of it is **automatically sent** to your Union Representative. If you wish your Union Rep to have a copy **immediately**, this option can be used.



## Still Need Help? Check out the Tutorial.

Follow the instructions on the resource titled: **Aggressive Incident and Safe Schools Reporting Instructions** to navigate to **Form Logic** on **eBASE**.

1. Click **Form Logic**.
2. Click **Help**.
3. Click **Training Video – Filling Out a Report**.

