

Step-by-Step Guide

Reporting Behavioural Incidents & Near Misses for NOSTA Teachers

STEP 1

Assess Immediate Safety

- Ensure student and staff safety first. If there is imminent danger, follow your school's emergency protocols (e.g., lockdown, call for admin support).
- If required, debrief with your administrator right away.
- If you are injured, report to your First Aid Attendant at your earliest convenience.

STEP 2

Document the Incident Promptly

- Use objective, factual language. Focus on what happened, not on your feelings or assumptions.
- Include:
 - Date, time, and location
 - Individuals involved
 - Specific behaviours observed (e.g., "threw a book," "screamed obscenities")
 - Antecedents (what led up to the behaviour)
 - Consequences (what happened afterward)
 - Any witnesses (staff or students)
- If possible, complete this within 24 hours.

STEP 3

Submit to School Administration

- Use the district's official incident reporting form - "Employee Incident Investigation Report (EIIR)." It is located on the HUB in Teams under "Documents" - Health & Safety - Employee Incident Investigation Report
- Submit your completed report to your principal or vice-principal.
- Keep a copy for your own professional records (secure and confidentially stored).

STEP 4

Notify Your Union If Necessary

- If the incident involves violence, threats, or unsafe working conditions, report it to your Health & Safety Rep and your Staff Rep (NOSTA/BCTF).
- Complete a WorkSafeBC 6A form (in addition to the District Report) if you've been physically or psychologically impacted.
- Your union can guide you on how to navigate administration and ensure your rights are protected.

STEP 5

Complete a WorkSafeBC Report

- Use the WorkSafeBC Online Portal to file a report if:
 - You were injured (even minor injuries)
 - You were threatened or felt unsafe

Why this matters?

Early behaviour issues may appear minor, but they:

Set patterns for future escalation - Can indicate unmet needs (trauma, neurodiversity, etc.) - Require documentation to access district or Ministry-level support
A strong paper trail protects you, the student, and the school from future risk and helps to provide the student with the support they need.