

Policy Section:	Safety
Policy Title:	Incident Reporting
Policy Number:	RCJTC P.03.08
Date Published:	December 21, 2013
Date Reviewed:	
Year of Next Review:	

8. INCIDENT REPORTING

By law, the protection of our students includes occurrences other than traffic situations. Whenever it is determined that an incident has occurred that could emotionally or psychologically upset or affect the well-being of our students, calls must be made immediately to RCTJC, and the school(s) affected. Failing both, a call to the Board(s). If the incident occurs after hours, calls must be made to the RCJTC General Manager or designate **at any time**.

Related RCJTC Administrative Procedures

AP.03.08 Incident Reporting Procedure

Related RCJTC Forms

F.3.8.1 Safe Schools Incident Reporting Form

F.3.8.2 Breach of Discipline Report Form