

# Instructions for Completing VTIH Form

The following report is to be completed by any staff member who believes that a student, parent, or community member has committed an act or acts of violence, intimidation, and/or harassment towards them or have uttered a threat as defined below:

**Threat:** *A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture.*

**Violence:** *Violence is an attempt or actual exercise by a person of any physical force so as to cause injury to another person or persons.*

**Intimidation:** *Intimidation is the act of instilling fear in someone as a means of controlling that person.*

**Harassment:** *Any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person. Of particular concern is such behaviour that persists after the aggressor has been asked to stop.*

- Step 1:** Staff member accesses the VTIH Form on the District Portal and either prints it out and fills in Part 1; or completes it on-line.
- Step 2:** Staff member Emails or provides a copy of the completed form to administrator or supervisor.
- Step 3:** Administrator or supervisor arranges a meeting with staff member to discuss part 1 of the form.
- Step 4:** At the arranged meeting, the staff member and Administrator/Supervisor determine either:
1. the incident does NOT constitute a threat or risk to the staff member, or
  2. that Part 2 of the form needs to be completed

**NOTE: By signing part 1 of the form the parties are acknowledging the incident does not constitute a threat or risk to the staff member.**

- Step 5:** Either:
1. If the situation is resolved in step 4, the administrator files a copy of the completed form for tracking purposes, or
  2. Part 2 of the Form is completed and signed by both parties and a copy of both Part 1 and 2 are forwarded to the District Health & Safety Officer.

**NOTE: By signing part 2 of the form the parties are agreeing with the disclosure as presented. No signatures should appear at the bottom of part 1 as this would present conflicting information.**

- Step 6:** The District Health & Safety Officer informs the Administrator/Supervisor of any follow-up action and cc's the staff member.
- Step 7:** District Health & Safety Officer completes and files a copy of VTIH Follow-up Form for future reference.