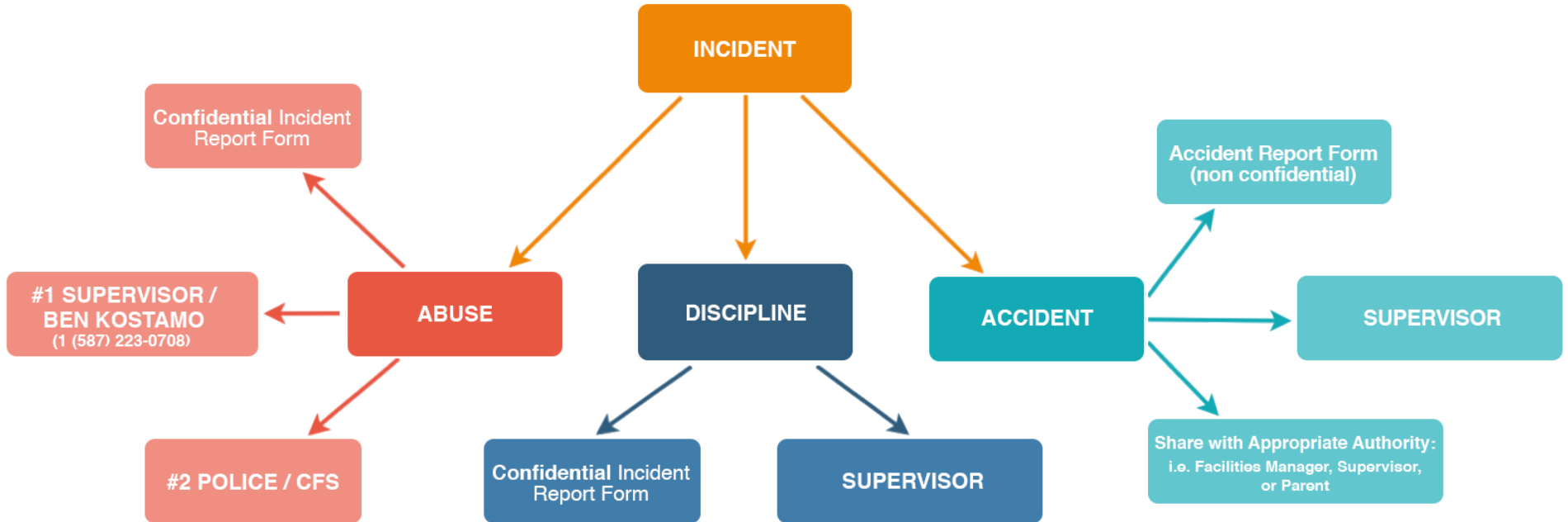


ALL REPORTS (Incident & Accident) must be handled accordingly:

Supervisor: Hand the Incident Report to Ben Kostamo.

Ben Kostamo: When an incident is being disclosed to police or child and family services, you must immediately contact Ben Kostamo at 1 (587) 223-0708.



ABUSE:

1. Fill out an Incident Report Form.
2. Call or tell your Appropriate Supervisor that you are calling the authorities.
3. Call the Police non-emergency line or CFS (Supervisor can help determine which one).
4. Update Incident Report Form.

DISCIPLINE:

1. Fill out an Incident Report Form to explain disciplinary actions taken.
 2. Call or tell your Appropriate Supervisor about what actions you took.
- NOTE: You may need to talk to your Supervisor prior to discipline in order to get advice.

ACCIDENT:

1. Tend to accident (i.e. pick up broken pieces at the location or take student to the hospital).
2. Fill out an Accident Report Form.
3. Call or tell Appropriate Supervisor about the incident.
4. Share with any other appropriate authorities (i.e. Supervisor or Facilities Manager for property damage).