

Online Incident Reporting Tool Do's and Don'ts

The new Online Incident Reporting tool was launched in September and has been active now for two months. Training will be coming for teachers on the November PA day to help you navigate the new system.

To locate the Online Incident Reporting Tool please follow this navigation path:

www.ycdsb.ca >> Staff (at top of page) >> Staff Resources >> Incident Reporting Tool (scroll down to find it)

Or from this link: <https://ycdsb.ebasefm.com/>

Once you are at the login page you must log in using your "Board Credentials" which would be the same information you use to login to the computer systems at your school. When you are logged in you will select "Form Logic" which is the icon that looks like two browser windows. Then at the top right corner you will click "Submit New Form". From here you will select "Online Incident Reporting" from the Workflow dropdown menu and the school the incident occurred at from the Facility drop down menu. Then you can start completing the report and be sure to follow these "Do's and Don'ts" below to help you.

Do's

- ✓ Always use the Online Incident Reporting tool to report all incidents that you would have otherwise reported on a paper conduct report form in the past
- ✓ Always report the incident directly to your administrator prior to or soon after completing the online incident report (email or conversation)
- ✓ Be sure to indicate who the incident involved (ie. select "student" if student related)
- ✓ Be sure to include the names of any adult witnesses, if there were any, in the appropriate section
- ✓ Always indicate that the incident you are reporting is an activity for which a suspension must be considered (even something as small as uniform infractions or lates are captured here)

Don'ts

- ✗ Never include any personal information about a student (ie. name, diagnosis) in the description field when completing the form
- ✗ Do not complete a report on behalf of another staff member, the person who experienced the incident must be the one reporting it
- ✗ Do not select "Workplace Violence" unless the incident involved aggression or violence toward you as an employee (not toward a student)
- ✗ Do not complete one form for multiple students, even if it was the same incident. Each student would need to have a form completed for each of them.