

APPENDIX A: Form for Reporting Concerning Behaviour

This form must be completed by the individual who has witnessed or has knowledge of concerning behaviour involving a staff member or individual associated with the school board. It must be sent to the principal/supervisor, as soon as possible after the concern has come to your attention.

A. Reporter Information	
Full Name of Individual Making the Report:	
Name of Principal or Supervisor:	
School Name and Location:	
Current Date (dd/mm/yy) :	
B. Description of the Concerning Behaviour	
Date and Location of Concerning Incident:	Date: _____ Location: _____
Summary of the Concerning Behaviour - Include as many details as possible as well as the people involved	

Please indicate if CAS and/or the police have been contacted regarding this concern:

Children's Aid Society: YES NO OPP or Local Police: YES NO

Signature of Individual Reporting Incident: _____

Signature of Principal or Supervisor: _____