

<b>Atikokan Literacy Incorporated</b> <b>ADULT LEARNING CENTRE</b> <b>Health and Safety</b> <b>Policy/Procedure</b>
<b>Student Incident Reporting</b>
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: June 4, 2015 (R)
DISTRIBUTION: Learners

**Policy:**

The Atikokan Literacy Incorporated Board of Directors shall be responsible for the Student Incident Reporting Policy. This policy also applies to children in the care of Atikokan Literacy Incorporated.

**Procedures:**

1. The Executive Director shall be responsible for the ongoing implementation and monitoring of the Student Incident Reporting Policy.
2. In the event of any unusual incident or occurrence such as an injury, act of aggression, fire or police involvement occurring within Atikokan Literacy incorporated where a student’s health and safety is involved, an Incident Report shall be completed and submitted to the the Executive Director in 24 hours.
3. Should the incident require contact with emergency services, the Executive Director will be contacted immediately.
4. Depending on the severity of the incident, the Executive Director may immediately contact the Chair of the Board. All incidents shall be documented in an Incident Report and submitted to the Board of Directors.