

Checklist for reporting an assault

Rochester Teachers Association

Teacher Assault Checklist

Below is a procedure checklist for Building Reps to follow when a teacher has been assaulted.

Teacher's Name _____ Principal/Supervisor _____
Teacher's Phone # _____ RTA Representative _____
Date of Assault _____ Location of Assault _____

1. _____ RTA Building Rep was notified immediately following assault
Time of Assault _____ Date & Time RTA Rep was notified _____
2. _____ Assist teacher in obtaining medical attention. When necessary, call ambulance or have someone drive teacher to doctor's office
3. _____ Teacher given support – Administrators arrange for coverage of class(es) per Building Committee Emergency Substitute Plan
4. _____ RTA Building Rep is present for all statements and reports
5. _____ RTA Building Rep assist teacher with all statements and forms
6. _____ Documented photographs taken (if necessary)
7. _____ Call Police (911) to file police report (311 to file a report following assault)
8. _____ RTA office contacted: 546-2681
9. _____ Administration provided the following paperwork:
 - a. _____ Employee Assault Report completed and signed by Employee and Union Representative
 - b. _____ Workers Compensation Report completed and signed by Principal or Supervisor
10. _____ Teacher contacts Crime Victims Assistance Committee by calling the RTA Office: 546-2681
11. _____ Administration provided copies of all paperwork and statements completed by teacher to RTA building Rep and victim.
12. _____ Rep Follow up on member
13. _____ Copy reports for member
14. _____ Give EAP information
15. _____ Consequences to student