**INCIDENT REPORT - Bullying & Violence**

**(School administration)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School:** |  | | | |
| **Date:** |  | | **Time:** |  |
| **Location of Incident:** | |  | | |

**Nature of Incident:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bullying** | |  |  | | **Violence** | |  |  | | **Bullying and Violence** | |  |  |
|  | Racism | | |  |  | Racism | | |  |  | Racism | |  |
|  | Cyberbullying | | |  |  | Cyberbullying | | |  |  | Cyberbullying | |  |
|  | Homophobia | | |  |  | Homophobia | | |  |  | Homophobia | |  |
|  | Sexual Orientation | | |  |  | Sexual Orientation | | |  |  | Sexual Orientation | |  |
|  | Sexual Identity | | |  |  | Sexual Identity | | |  |  | Sexual Identity | |  |
|  | Handicap | | |  |  | Handicap | | |  |  | Handicap | |  |
|  | Physical characteristic | | |  |  | Physical characteristic | | |  |  | Physical characteristic | |  |
|  | Other | | |  |  | Other | | |  |  | Other | |  |
|  | | | | | | | | | | | | | |
| **Brief Summary of Incident:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |

**Students Involved:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Victim (s)** | | | | | | | | | | | | **Alleged Perpetrator(s)** | | | | | | | | | | | |
|  | Name | | | | | Grade | | Age | | | IEP |  | Name | | | | | Grade | | Age | | | IEP |
| 1. |  | | | | |  | |  | | |  | 1. |  | | | | |  | |  | | |  |
| 2. |  | | | | |  | |  | | |  | 2. |  | | | | |  | |  | | |  |
| 3. |  | | | | |  | |  | | |  | 3. |  | | | | |  | |  | | |  |
| 4. |  | | | | |  | |  | | |  | 4. |  | | | | |  | |  | | |  |
| Number of incidents | | | | | | | | | | | | Number of incidents | | | | | | | | | | | |
| 1. | 1st |  | 2nd |  | 3rd | |  | | Other |  | | 1. | 1st |  | 2nd |  | 3rd | |  | | Other |  | |
| 2. | 1st |  | 2nd |  | 3rd | |  | | Other |  | | 2. | 1st |  | 2nd |  | 3rd | |  | | Other |  | |
| 3. | 1st |  | 2nd |  | 3rd | |  | | Other |  | | 3. | 1st |  | 2nd |  | 3rd | |  | | Other |  | |
| 4. | 1st |  | 2nd |  | 3rd | |  | | Other |  | | 4. | 1st |  | 2nd |  | 3rd | |  | | Other |  | |
|  |  |  |  |  |  | |  | |  |  | |  |  |  |  |  |  | |  | |  |  | |
| Comments: | | | | | | | | | | | | Comments: | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | |

\*(indicate whether the incident involved the same (student (s) or different students)

**Witnesses to the Incident:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Surname | First Name | Grade or Position |
| Student(s): | | | |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| School Staff | | | |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| Other | | | |
| 1. |  |  |  |
| 2. |  |  |  |
|  | | | |
| **Information provided by witnesses:** | | | |
|  | | | |

**Meeting with the Student(s):**

|  |  |
| --- | --- |
| **Victim(s):** | |
| Information given: |  |
|  |  |
| **Alleged Perpetrator(s)** | |
| Information given: |  |

**Communication with Parents:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Victim (s)** | | | | **Alleged Perpetrator(s)** | | | |
|  | Meeting done by: | Date | Time |  | Meeting done by: | Date | Time |
| 1. |  |  |  | 1. |  |  |  |
| 2. |  |  |  | 2. |  |  |  |
| 3. |  |  |  | 3. |  |  |  |
| 4. |  |  |  | 4. |  |  |  |
|  | | | |  | | | |
| Actions to be taken: | | | | Actions to be taken: | | | |
|  | | | |  | | | |

**Supension**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Victim (s)** | | | **Alleged Perpetrator(s)** | | |
|  | Suspension | Duration |  | Suspension | Duration |
| 1. |  |  | 1. |  |  |
| 2. |  |  | 2. |  |  |
| 3. |  |  | 3. |  |  |
| 4. |  |  | 4. |  |  |
|  | | |  | | |
| Other: | | | Other: | | |
|  | | |  | | |

**Recommendation to expel (if):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Victim (s)** | | | | **Alleged Perpetrator(s)** | | | |
| 1. |  | Comments: |  | 1. |  | Comments: |  |
| 2. |  | Comments: |  | 2. |  | Comments: |  |
| 3. |  | Comments: |  | 3. |  | Comments: |  |
| 4. |  | Comments: |  | 4. |  | Comments: |  |

**Police Intervention Requested:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Police Officer handling request:** | |  | |
| **Date:** |  | **Time:** |  |
| **Comments:** |  | | |

**School Principal:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Date** |

**Sent to Director General:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |
| **Date:** |  | | |