

Appendix 2



Bullying Incident Report

SECTION A: ALLEGED BULLYING INCIDENT

Target:

Name(s):

Age:

Year group:

Class:

Ethnicity:

Gender: M / F **SEN if applicable:**

Home language:

Looked-after child: Y / N

Young Carer: Y / N

Member of staff to whom the incident was reported and who made the report :

Date of incident:

Time of incident:

Specific location of incident:

Target's Account / Concern of parents/carers/other adult – please specify :

Alleged perpetrator(s):

Name(s):

Age:

Year group:

Class:

Nature of incident including details of any injury or damage to property, etc:

Circle any elements that apply:

Form: Physical Verbal Indirect Cyberbullying

Type: Race/religion/culture Sexual/sexist/transphobic Homophobic SEN/disability

Home circumstances Gifted/talented Health conditions Other

Parents/carers of alleged target(s) informed:

Date:

Time:

SECTION B: ACCOUNTS OF THOSE INVOLVED

Alleged perpetrator(s) account of the incident

Name(s): **Age:** **Year group:** **Class:**

Bystanders' / witnesses' accounts of the incident

Name(s): **Age:** **Year group:** **Class:**

Parents/carers of alleged perpetrators informed:

Date: **Time:**

SECTION C: ACTION TAKEN

Details of actions taken :

Monitoring of action taken and details of follow up and longer term action taken:

1.Date:

Detail:

2. Date:

Detail:

3.Date:

Does the target feel the matter has now been resolved? Y/N

Include detail including further planned actions.

Does the perpetrator feel the matter has been resolved? Y/N

Include detail including any further planned actions.

