

Bullying Incident Report Sheet

Name of complainant:	Name of alleged perpetrator:
Time and location of incident:	Parties (if any) witnessing incident:
Name of staff recording incident:	Date and time of report:
What happened – indicate if recorded by complainant or by assisting staff:	
Additional comments (indicate source of comments i.e. staff, parent, alleged perpetrator...):	
Is this the first time this type of incident has occurred: Yes No	Were there any contributing factors (ex. race/color, gender, disability etc...)
Date of notification of parent of complainant:	Date of notification of alleged perpetrator's parent:
Name of person contacted and method used:	Name of person contacted and method used:
Has a parent meeting been established? (If yes, please indicate date and time)	
Describe the action plan that has been established and the date for follow up:	