

Anti-Bullying Record Sheet

Please complete as much information as possible to note an accurate account of the incident.

General details

Date and time of alleged incident: _____

Location: _____

Who reported it to you? _____

What is the bullying behaviour suspected (e.g. cyber, exclusion, extortion, gesture, physical, verbal):

Description of what happened: _____

Who is involved (record of people alleged to be involved)?

Person(s) responsible for bullying behaviour: _____

Target of bullying behaviour: _____

Other persons present: _____

Record the responses from those involved

Who spoke about it? _____

Feelings of individuals involved (identify how the issue made them feel and any suggestions/fears expressed) _____

What action did you take? _____

Were the parents informed, and when? _____

What follow up is required (identify who should follow up and when)? _____

Further action taken (note date and what follow up actions happened) _____

Form completed by

Signature: _____

Name: _____

Date: _____