

Bullying Record Keeping and Investigation Tool

Bullying is a serious offence and is not acceptable in Loyola College. All school employees are required to report alleged violations and every act of bullying will be duly investigated, and parents/guardians/carers informed.

Directions:

The *Bullying Record Keeping and Investigation Tool* is to be used when an alleged bullying incident is reported.

This document is to be confidentially maintained in accordance with the *National Catholic Education Commission's Privacy Compliance Manual* on the CEVN website:

<https://cevn.cecv.catholic.edu.au/Melb/Document-File/Polices-Compliance-and-Legal/Privacy/Privacy-Compliance-Manual.aspx>

Upon completion, the *Bullying Record Keeping and Investigation Tool* is to be filed in the appropriate student records and the incident entered into the school's database.

Investigating Teacher/s:

Name of student/s involved:

Date/Time/Location of incident:

Was the incident life threatening or was the target a high-risk concern? YES/NO

If YES, immediately inform the principal and as appropriate:

Seek medical assistance	Inform parent/guardian/carers	Contact the police	Inform DHS (if appropriate)	Inform the Educational Consultant	Inform the Parish Priest
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If the incident is not life threatening or the child is not a high-risk concern, continue completing this document.

Where did the incident occur? Please circle:					
Online	Bus/transport	In playground	In classroom	Outside school	Other
Who reported the alleged incident? Please circle:					
The alleged victim/s	Other student(s)	Parent/guardian /carer	Staff member	Member of wider school community	Other
Describe the incident:					
Is there concern the alleged incident may have been influenced by any of the following? Please circle:					
Race/culture	Beliefs	Disability	Gender	Socio-economic	Other
Is there any relevant background/history to this alleged incident?					
What effect is the situation having on the alleged target's wellbeing including self-esteem, physical health, relationships with peers, ability to learn, absenteeism?					

Were there any witnesses to this incident: (Identify student names and/or class groups)

Description of the incident, according to the witness:

Did this student play an active role in the incident?

Indicate other investigative procedures carried out. Please circle:

Interviewed
parents/guardians/carers of
alleged target/s

Date/Time:

Interviewed
parents/guardians/carers of
alleged perpetrator/s

Date/Time:

Interviewed
parents/guardians/carers of
witnesses/bystanders/accessories

Date/Time:

Annotations on interview with parents/guardians/carers:

After investigation, was the allegation of bullying confirmed? Please circle:

Yes No

If No, please sign below and place a copy of this document into student/s' file and refer to schools' Behaviour Management Policy as required.

If Yes, please sign below, place copy of this document into student/s' file and refer incident to the Principal or Principal's delegate.

Signed:

Date:

Where will this incident report be filed for future reference? (Include file server reference)