

Write or tick/highlight as you work through the questions.

Your name – leave blank if you would prefer to remain anonymous

I am a (select all that apply):

- | | |
|---|---|
| ☐ Target | ☐ Parent |
| ☐ Student | ☐ Other (specify): |
| ☐ Witness or bystander | |
| ☐ Teacher | |

Date of incident:

Time of incident:

How long has the bullying been happening for?

- ☐ Once or twice
- ☐ A few days
- ☐ A week
- ☐ More than a week

Where does the bullying occur?

- ☐ In person
- ☐ Online
- ☐ Both settings

Bullying behaviours (select all that apply):

- | | |
|---|--|
| ☐ Shoved/pushed | ☐ Excluded from friends |
| ☐ Hit, kicked, punched | ☐ Taunting/ridiculing |
| ☐ Threatened | ☐ Writing graffiti |
| ☐ Stolen/damaged possessions | ☐ Lies or rumours |
| ☐ Aggressive/threatening stares | ☐ Comments made |
| ☐ Cyber – text messages | ☐ Intimidation |
| ☐ Cyber – social media (specify platform): | |
| ☐ Cyber – other (specify): | |

Location of incident (select all that apply):

- | | |
|--|---|
| ☐ CHAMPAGNAT building top floor | ☐ BENEDICT building top floor |
| ☐ CHAMPAGNAT building middle floor | ☐ BENEDICT building bottom floor |
| ☐ CHAMPAGNAT building bottom floor | ☐ BENEDICT building toilets |
| ☐ CHAMPAGNAT building toilets | ☐ MACKILLOP building top floor |
| ☐ PELLETIER building bottom floor | ☐ MACKILLOP building bottom floor |
| ☐ PELLETIER building top floor | ☐ Classroom (specify): |
| ☐ MONTAGNE building top floor | ☐ Between PELLETIER building and the Oval |
| ☐ MONTAGNE building bottom floor | ☐ PELLETIER and BENEDICT building grassed area |
| ☐ BENEDICT COURT or surrounding area | ☐ Oval |
| ☐ SAMARITAN COURT or surrounding area | ☐ Tuckshop |
| ☐ Enoggera Place | ☐ Online (specify): |
| ☐ Outside school (specify): | |

Name or detailed description of the student who is the target:

Name(s) or detailed description(s) of the student(s) who is/are bullying:

Name(s) of witness(es) or bystander(s):

Please describe what's been happening: Include what happened, where it happened, who was involved, and any other details that would help staff understand the situation.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Email or deliver this incident record as well as any supporting evidence (notes, screenshots etc.) to a House Leader or Guidance Counsellor