

Bullying Incident Report

ReportBullying.com is committed to providing safe school initiatives. This bullying incident report is to assist teachers when a student speaks up and wants to report the bully or bullying act. Every incident regardless of the circumstances should be reported and sent immediately to the head of your anti bullying committee or the Principal who will follow up according to the school's policy and procedures.

Date of incident: _____ . Approx. time of incident: _____ .

Location: _____ .

Date and time of when you became aware of this incident? _____ .

Date and time of completion of this incident report: _____ .

If the student reporting the bullying is the victim, complete this section:

Name of student who **IS BEING BULLIED**:
_____. Grade: _____ .

Did the bullying incident involve: verbal, physical, cyber, teasing or name calling? If other explain?

Description of incident (include names)

Has this student been bullied by this same person more than once? If so, how long ago?

Has the victim told anyone else or reported it to an adult? If yes, to who? If no, then why not?

How is the victim feeling at this moment?

If a witness reports a bully or bullying, complete this section:

Name of student who **WITNESSED the bullying**:
_____. Grade: _____ .

Did the bullying incident involve: verbal, physical, cyber, teasing or name calling? If other explain?

Description of incident (include names)

What was the role of the witness (involved, bystander, etc)

Have they witnessed this victim being bullied before? If so, when and what kind of bullying did they witness?

How is the witness feeling at this moment?

Is there any additional information that the teacher (or person receiving the complaint) would like to add:

Signature of teacher completing this report: _____ . Date: _____ .

Print Name: _____ .

For reference: Photocopy x3, 1 copy for your record, 2 copies for your Anti Bullying Division Head/ or Principal