

## Bullying Record Keeping and Investigation Tool

Bullying is a serious offence and is not acceptable in Mother Teresa Catholic Primary School. 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.



<b>Description of the incident, according to the witness:</b>		
<b>Did this student play an active role in the incident?</b>		
<b>Indicate other investigative procedures carried out. Please circle:</b>		
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:
<b>Annotations on interview with parents/guardians/carers:</b>		
<b>After investigation, was the allegation of bullying confirmed? Please circle:</b>		
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? (Student File and Admin Server Bullying record)**