Mother Teresa Catholic Primary School

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:							
ii 113, iiiiiieulat	ery inform the princ	cipai ailu as appio	priate.				
Seek medical	Inform	Contact the	Inform DHS	Inform the	Inform the		
assistance	parent/guardian/ carers	police	(if appropriate)	Educational Consultant	Parish Priest		
	Caleis		αρριοριίατε	Consultant			
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 inci	dent:						
Is there concern	the alleged incider	nt may have been i	influenced by an	y of the following	? Please circle:		
Race/culture	Beliefs	Disability	Gender	Socio-economic	Other		
Is there any relev	vant background/h	istory to this alleg	ed 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, accordi	ng to the witness:	
Did this student play an active role	in the incident?	
Indicate other investigative proced	ures 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 pare	ents/guardians/carers:	
After investigation, was the allegat Yes No	ion of bullying confirmed? Please	circle:

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)