



Mary MacKillop

Catholic Regional College

BULLYING RECORD KEEPING TOOL

Bullying is a serious offence and is not acceptable in our school. All Mary MacKillop Catholic Regional College (MMCRC) employees are required to report alleged violations and every act of bullying will be duly investigated and parent/carers informed.

Directions

The Bullying Record Keeping and Investigation Tool is to be used when an alleged bullying incident is reported. Upon completion, the Bullying Record Keeping Tool is to be filed in the appropriate students records.

Teacher Completing Form:	Click or tap here to enter text.		
Name/s of Students Involved:	Click or tap here to enter text.		
Date/Time of Incident	Click or tap to enter a date.	Time:	AM/PM

Was the incident life threatening or was the target a high-risk concern? If Yes, immediately inform the principal and as appropriate.				
Seek Medical Assistance <input type="checkbox"/>	Inform parent/carers <input type="checkbox"/>	Contact the Police <input type="checkbox"/>	Inform DHHS (If appropriate) <input type="checkbox"/>	Inform the CEO Sale Manager: Learning and Teaching <input type="checkbox"/>

Where did the incident occur? Please tick					
Online <input type="checkbox"/>	Bus/transport <input type="checkbox"/>	In playground <input type="checkbox"/>	In classroom <input type="checkbox"/>	Outside school <input type="checkbox"/>	Other <input type="checkbox"/>

Who reported the alleged Incident: Please tick					
The alleged victim(s) <input type="checkbox"/>	Other student(s) <input type="checkbox"/>	Parent/carers <input type="checkbox"/>	Staff member <input type="checkbox"/>	Member of wider school community <input type="checkbox"/>	Other <input type="checkbox"/>

Details of the Incident

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Is there evidence of an imbalance of power in this incident?

Yes	No
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If yes, please tick the type of imbalance

Academic ability <input type="checkbox"/>	Age <input type="checkbox"/>	Social/Status <input type="checkbox"/>	Strength <input type="checkbox"/>	Size <input type="checkbox"/>	Other <input type="checkbox"/>
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Outline any evidence that this behaviour was deliberate or planned

Click or tap here to enter text.

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According to the alleged victim/s, has he/she/they experienced other or repeated incidents of bullying from the alleged perpetrator? (If yes, please give dates, who was involved and outcomes)

Click or tap here to enter text.

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Is there any relevant background/history to this alleged incident?

Click or tap here to enter text.

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Were there any witnesses to this incident? (If yes, identify student names and year levels/learning groups)

Click or tap here to enter text.

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Describe the incident, according to the witness/s

Click or tap here to enter text.

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Signed: (By teacher listed above)	Click or tap here to enter text.
Date:	Click or tap to enter a date.
Where will this incident report be filed for future reference?	Click or tap here to enter text.
File placement:	Click or tap here to enter text.