

## Bullying/Harassment Form

**Type:**      ☐ Cyber-bullying      ☐ Bullying/Harassment

Person(s) reporting the incident:		Person(s) involved in the incident:	
Name	Year Level	Name	Year Level

### Details of incident

- Where it occurred? \_\_\_\_\_
- When it occurred? \_\_\_\_\_
- How long has it been happening? \_\_\_\_\_
- Has it been reported before?
 

☐ Yes...who to? \_\_\_\_\_
☐ No

Further details:

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5. **Choice of action:** (please choose)

- ☐ YLC/teacher formally speaks to offender(s) → Bullying/Harassment Stops
- ☐ YLC/teacher facilitates a formal meeting with all people involved → Bullying/Harassment Stops
- ☐ Counselling Session organised
- ☐ Other

Details: (to be filled in by YLC- can include details from interview with offender(s), the consequences issued, etc)

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### YLC Use Only – Check List

- ☐ Email caregroup teacher and class/subject teachers
- ☐ Upload form to SEQTA and place hardcopy in student file
- ☐ Contact parents