Appendix A Incident Report Form

|  |  |
| --- | --- |
| **Date and time of incident** |  |
| **Details of person(s) assaulted/ verbally abused** |  |
| Name |  |
| Address and telephone number |  |
| Role |  |
| **Details of perpetrator** |  |
| Name |  |
| Address and telephone number |  |
| Relationship to the school |  |
| **Details of witnesses** |  |
| Witness 1:  Name, contact details and relationship to the school |  |
| Witness 2:  Name, contact details and relationship to the school |  |
|  |  |
| **Description of the incident**  (include relevant events leading up to the incident, details of those present, whether weapons were involved etc) |  |
| **Location of incident**  (attach sketch if appropriate) |  |
| **Outcome**  (were police called, what happened after the incident) |  |
|  |  |
| Form completed by (name and role) |  |
| Date form completed |  |