

BULLYING INCIDENT FORM			
1.	Name of person(s) bullied		
2.	Name of person(s) accused		
3.	Date of incident		Time of incident
4.	Place of incident		
5.	Witnesses		
6.	Nature of incident		
7.	Recommended Action		
8.	Head of Section comments		
9.	Report of discussions with parents		
10.	SM comments		

Parts 1-9 to be completed by the Form Tutor and/or Head of Section and passed to SM. The completed form will be placed in the bullied and bully(s)' file until the former is 21 years old.