

# Our Lady of the Pines Catholic Primary School Bullying Record Keeping and Investigation Tool



Bullying is a serious offence and is not acceptable at Our Lady of the Pines 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:**

Seek medical assistance	Inform parent/guardian/carers	Contact the police	Inform DHS (if appropriate)	Inform the Educational Consultant	Inform the Parish Priest
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**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 incident:**

**Is there concern the alleged incident may have been influenced by any of the following? Please circle:**

Race/culture      Beliefs      Disability      Gender      Socio-economic      Other

**Is there any relevant background/history to this alleged 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, according to the witness:**

**Did this student play an active role in the incident?**

**Indicate other investigative procedures carried out. Please circle:**

Interviewed parents/guardians/carers of alleged target/s	Interviewed parents/guardians/carers of alleged perpetrator/s	Interviewed parents/guardians/carers of witnesses/bystanders/accessories
Date/Time:	Date/Time:	Date/Time:

**Annotations on interview with parents/guardians/carers:**

**After investigation, was the allegation of bullying confirmed? Please circle:**

Yes      No

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? School Local Drive**