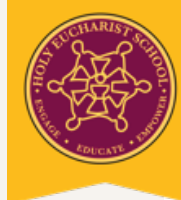


# HOLY EUCHARIST SCHOOL

## Bullying Record Keeping and Investigation Tool



Bullying is a serious offence and is not acceptable in Holy Eucharist 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
-------------------------	-------------------------------	--------------------	-----------------------------	-----------------------------------	--------------------------

If the incident is not life threatening or the child is not a high-risk concern, continue completing this document.



<b>Description of the incident, according to the witness:</b>		
<b>Did this student play an active role in the incident?</b>		
<b>Indicate other investigative procedures carried out. Please circle:</b>		
Interviewed parents/guardians/carers of alleged target/s  Date/Time:	Interviewed parents/guardians/carers of alleged perpetrator/s  Date/Time:	Interviewed parents/guardians/carers of witnesses/bystanders/accessories  Date/Time:
<b>Annotations on interview with parents/guardians/carers:</b>		
<b>After investigation, was the allegation of bullying confirmed? Please circle:</b>		
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?**

**Incident Reports are save on the sever (hes-fs1 – Teachers)**