Students need to give a truthful account of the incident on the day that it occurred.

Date: ______________________
Student: ______________________________ Class: _____________________

Session:
☐ Before School   ☐ 2nd Break
☐ 1st session    ☐ 3rd session
☐ 1st break    ☐ after school
☐ 2nd session

Area:
☐ Classroom   ☐ infant playground   ☐ toilet   ☐ other

Behaviour reported:
I:
☐ Hit    ☐ pinched   ☐ other
☐ Pushed    ☐ kicked
☐ Pulled    ☐ bit
☐ Punched    ☐ jumped on
☐ Scratched    ☐ spat

I reported the incident to:
_____________________________________________________________________
_____________________________________________________________________

Brief recount of incident (staff member to record what student saw, did, heard, had happen to them and list witnesses where appropriate)
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Consulted with: (List students):
_____________________________________________________________________
_____________________________________________________________________

Action taken:
☐ Warning: the student has been spoken to about behaviour choices. Recorded OneSchool
☐ Minor Incident: Recorded by teacher on OneSchool.
☐ Major Incident: refer to administration immediately

Teacher: _____________________ Principal/deputy: ___________________

Belgian Gardens State School