



Marymede Catholic College

Bullying Incident Recordkeeping and Investigation Tool

Introduction

Bullying is a serious offence and is not acceptable at Marymede Catholic College. All school employees are required to report alleged violations and every act of bullying will be duly investigated, and parents/guardians/carers informed.

This recordkeeping and investigation tool is to be used when an alleged bullying incident is reported.

This document is to be maintained securely, in accordance with the [Child Safety and Wellbeing Recordkeeping Policy](#).

Upon completion, the document is to be retained in the appropriate student records and the incident recorded in the school's database or register.

Investigating teacher	
Name/s of student/s involved	
Date of incident	
Time of incident	
Location of incident	

Nature of the incident					
Was the incident life threatening or is the target of the incident a high-risk concern?				☐ Yes ☐ No	
If YES, immediately inform the principal and as appropriate:					
Contact emergency services 000	Seek medical assistance	Inform parent/guardian/carer	Follow school's Critical Incident Management process	Inform MACS SWISS	Inform DFFH (if appropriate)
If NO, and the incident is not life threatening or the student is not a high-risk concern, continue completing this document.					

Incident details					
Where did the incident occur? (provide details)					
Online	Bus/transport	School yard	Classroom	Outside school	Other
Who reported the alleged incident?					

Alleged target	Other student/s	Parent/guardian/carer	Staff member	Member of wider school community	Other
Please describe the incident in as much detail as possible:					
Is there concern that the alleged incident may be motivated by any of the following? <i>(Staff note: consider who else in your school community may need to be consulted when dealing with specific concerns)</i>					
Race/culture	Beliefs	Disability	Gender	Socio-economic	Other
Is there any relevant background/history to this 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 students, staff and/or class groups)					

Description of the incident according to the witness (<i>add rows as required</i>):		
Did any of the student witnesses play an active role in the incident? (<i>Including positive roles, e.g. upstander</i>)		
Description of the incident according to the alleged instigator (<i>if this is possible or appropriate considering the allegations</i>):		
Indicate other investigation procedures carried out.		
Interviewed parents/ guardians/carers of alleged target/s	Interviewed parents/ guardians/carers of alleged instigator/s	Interviewed parents/ guardians/carers of witnesses /bystanders/accessories
Date: Time:	Date: Time:	Date: Time:
Summary of interviews with parents/guardians/carers or witnesses/bystanders/accessories (<i>any other notes taken should be attached to this report for recordkeeping</i>):		
After investigation, was the allegation of bullying confirmed? ☐ Yes ☐ No		
<i>If NO, please sign below and place a copy of this document into the student/s file/s and refer to the school's Student Behaviour Policy as required.</i>		
<i>If YES, please sign below. Place a copy of this document on the student/s file/s, refer the incident to the principal or principal's delegate and complete a Bullying Incident Response Action Plan to outline how this will be addressed.</i>		
Signature of investigating teacher		Date

Policy information table

Approving authority	Director, Learning and Regional Services
Approval date	16 October 2023
Next review by	March 2025