

Bullying Report

Name of Person report the incident: _____ Date: _____

Step One: Bullying Test

Is this repeated behaviour?	
Has the behaviour caused harm or was it intended to hurt?	
Is there an imbalance of power?	

Step Two: Type of Bullying

Physical Bullying: This is when a person (or group of people) uses actions to bully. Examples include: hitting, poking, tripping and pushing.	
Psychological Bullying: For example, threatening, manipulating or stalking someone.	
Social (covert) Bullying: Indirect actions, e.g. lying about someone, spreading rumours, playing nasty jokes.	
Cyber-Bullying: This is a method of bullying using technology. Threats, rumours, blogs, nasty comments and even 'liking' the comments of others is cyber-bullying.	
Verbal Bullying: Repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse.	

Step Three: Describe what has been happening and/or what the person has been doing.

Who has been involved?

Where did it take place? (Tick one and relevant give details)

☐ In class Subject: _____ Teacher: _____

☐ Out of class Location: _____

When did it happen? What time(s)? For how long?

What evidence do you have (if any)? Attach letters, photos, screen captures, text messages etc. if possible.

Has anyone seen the bullying?

What have you done about it already?

CSHS Office Use Only: Record of action taken regarding this incident

Response	Yes	Date	No
Reflective Thinking Process	Yes		No
One School Report	Yes		No
Notified parent/carer of target	Yes		No
Notified parent/carer of bully	Yes		No
Offered Counselling services to Target, Bully, Witness	Yes		No

Referral to:			
Year Coordinator	Yes		No
Deputy Principal	Yes		No
Principal/Associate Principal	Yes		No
Guidance Officer	Yes		No
Other	Yes		No