



# Appendix A - Blue Form

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Staff member recording incident: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Name of student(s) involved \_\_\_\_\_

Year/Class: \_\_\_\_\_

Did you observe the incident? YES  No

If 'No' who reported the incident to you? \_\_\_\_\_

Brief description of incident (what was allegedly said or done to the student who appears to have been bullied)?

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What form(s) of misbehaviour took place? Verbal  Physical  Indirect

Cyber

Other  Please detail: \_\_\_\_\_

Was the incident of misbehaviour: Mild  Severe

Describe how you responded (did you use restorative practices / refer to Principal or Wellbeing Coordinator / did you speak to the class teacher?)

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**Where / when / time incident took place:**

Location: \_\_\_\_\_

When:    before school     recess     lunch     in class     after school

Time:        \_\_\_\_ : \_\_\_\_ am/pm

Date incident took place: \_ / \_ / \_

**Parents contacted    YES    NO    If no, why not?**

\_\_\_\_\_

## Appendix B REFERRAL FORM

**Formal referral of student who has bullied/harassed other to Student Wellbeing Coordinator – to be used as a follow up with students after the Behaviour Survey and when we receive formal complaints.**

*(This form may be completed by the Principal or Student Welfare/Wellbeing Coordinator)*

Staff member recording incident: \_\_\_\_\_

Date: \_\_/\_\_/\_\_ Position: \_\_\_\_\_

Name of student being referred: \_\_\_\_\_

Year/Class: \_\_\_\_\_

History of incident(s) of bullying (dates, description)

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Have parents/guardian been notified? YES  No

If 'No' why not? \_\_\_\_\_

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Have the parents attended a meeting? YES  No

If 'No' why not? \_\_\_\_\_

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Are the parents willing to participate? YES  No

If 'No' why not? \_\_\_\_\_

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What appears to be the reason for the student's bullying behaviour (family, peer, school, personal, other)?

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What practices have been tried?

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Impact

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What has been the student's attitude towards student(s) who have been bullied or harassed? (e.g., any concern or remorse expressed?)

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A brief description of academic performance of student over past year or more.

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