

Incident Recording Form

Date of incident :

Time of incident :

Details of person(s) assaulted or verbally abused

Name :

Address :

Telephone number :

Role :

Details of perpetrator

Name :

Address :

Telephone number :

Relationship to school :

Details of witness 1

Name :

Address :

Telephone number :

Relationship to school :

Details of witness 2

Name :

Address :

Telephone number :

Relationship to school :

Details of witness 3

Name :

Address :

Telephone number :

Relationship to school :

Description of the incident (include relevant events leading up to the incident, details of those present, whether weapons were involved etc.)

Location of incident (attach sketch if appropriate)

Outcome (were police called, what happened after the incident)

Any possible contributory factor (attach sketch if appropriate)

Is the perpetrator known to be involved in any other incidents? (is yes, give details)

Were measures in place to try to prevent an incident of this type occurring? Could these be improved? If no measures were in place, could action be taken now?

Name and contact details of police officer(s) involved. Incident number / crime reference number

Any other relevant information

Form completed by (name and role)

Date form completed

Signature :