# Appendix 1 Diary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date / time** | **Where the bullying happened?** | **Description**   * **What happened?** * **Who was involved? Who saw it?** | **How my child was affected at the time, later effects (injuries - are there photos?)** | **Who I spoke to at BG and what was agreed?** | **What did BG do?** | | **What has changed now, have things got better, stayed the same or got worse?** |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |

# Appendix 2 – Incident Form

**Section A: Staff Details**

Full name, role and contact details

**Section B: Details of Young Person**

|  |  |
| --- | --- |
| First name |  |
| Family name |  |
| Date of birth |  |
| Age |  |
| Gender |  |
| Nationality |  |
| Any disability/medical condition? |  |
| Home address |  |
| Parents’ names |  |
| Is young person known to be at risk? |  |

**Section c: Incident Details**

|  |  |
| --- | --- |
| Date and time of alleged incident |  |
| Location of alleged incident |  |
| Details of alleged incident |  |
| Names of potential witnesses and relationship to student requiring safeguarding |  |
| Any other information? |  |
| Allegation category (e.g. physical/sexual) |  |
| Was technology involved? If yes, what type? |  |

**Section D: Staff Signature**

|  |  |
| --- | --- |
| Signed |  |
| Date & time |  |