**Bullying and Harassment incident notes**

Date \_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **The incident** |  |
| What happened?  |  |
| Particular comments/language used |  |
| Who was involved?  |  |
| Who else saw what happened? |  |
| How did the incident make you feel? |  |
| Did you need any medical attention? |  |
| **Actions after the incident** |  |
| What did you do? |  |
| What will happen now? |  |
| Who will do it? |  |
| When will it be done by? |  |
| How will I know when it’s done? |  |

**Keep a series of these in a log, if the incidents keep occurring.**