

Appendix 2: Incident Report Form

Name of pupil/s:
Class:
Nature of incident
Date and time of incident:
Place of incident:
Staff involved:
Action taken:
Other relevant details
Form completed by: (Adults who witnessed the incident will likely be involved in the completion of the form)
Signature of teacher(s):

Follow up actions:

Log of actions completed:	
Parents/Guardians contacted:	