

SVC Bullying Incident Report Form

This report form should be submitted to:

Junior members U18: Designated Safeguarding Lead

Adult members: Club Welfare Officer and Club Secretary

Incident details			
Date of incident		Time of incident	
Location / event			
Where did the incident occur?	<input type="checkbox"/> Sports playing area <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Changing rooms	<input type="checkbox"/> Toilet
Nature / type of incident <ul style="list-style-type: none"> • Extortion • Isolation – being ignored or left out • Physical – being hit or hurt • Verbal – name-calling, taunting, mocking, threatening • Spreading rumours • Written • Possessions – kit taken or damaged • Forced into actions against will / hazing • Cyber – online, social media, email, text, posting photos / videos • Other (specify): 			
Are there indications that the incident was motivated by any of these? Tick all that apply	<ul style="list-style-type: none"> • General appearance / demeanour • Disability / SEN • Gender / sexism • Religion 	<ul style="list-style-type: none"> • Race / ethnic origin • Sexual orientation • Home circumstances • Sports ability 	

Individuals involved				
	Name	Gender*	Age	Role*
1				
2				
3				
4				
5				
6				
* Gender: F – Female / M – Male / NB – Non-binary / Another – please write in				
* Role: V – Victim / R – Ringleader / A – Associate / B – Bystander				

Brief summary of incident(s)

Action taken
Include any sanctions, exclusions, parental involvement, or involvement with external agencies.

Overall (include details if incident was referred on)

With each individual involved (noted on page 1)

Declaration

Form completed by
(print your name)

Your signature

Today's date