



School Crest/logo here

Bullying/Cyberbullying Critical Incident Form/Checklist

Name of Person reporting the incident	
Name of Staff member recording incident	
Anonymous	
Date of report	

Type of bullying incident (please tick all that apply)

Via mobile or hand held device	Involves Internet
Face to Face	Involves IM
Involves chatrooms	Involves SNS
Blackberry Messenger	Friendship feud
Ridicule/humiliation	Demanding money/valuables
Persistent teasing/sarcastic remarks	Involves photographs
Name calling	Coercion
Threats	Encouraging others to join in
Spreading rumours	Provocative/sexist taunts
Unpleasant/hurtful email/texts/web posts combined	Linked to bullying in school
Plans to isolate someone	
Other	

Racist*	Cyberbullying
Homophobic	Due to disability
Sexual	LAC
<i>*If racist report to local authority/An Garda Siochana/BOM</i>	

Name of victim/target	
Class	Year
Age	

Name of Perpetrator (s)	
1.	
2.	
3.	
Class	Year
Age (s)	

Date(s) of incident	
Day	
Month	
Year	
Approximate times	
Before School	
Morning	
Afternoon	
After School	
Weekend	

How long has this been going on?	
Has any intervention been tried?	
If Cyberbullying, has this abuse been reported to the service provider or website/	
Do the police need to be informed?	
Does a device need to be confiscated or a computer isolated as evidence?	
Does material need to be taken down?	
Have parents been alerted?	
Who has taken responsibility for the above steps?	

If you are not sure what steps to take, talk to your e-safety lead persons in school or within the Department of Education and Skills. Does the school have the power to search and confiscate a phone?

Follow up

Has the bullying stopped?	
Does the target/victim feel safe?	
Is further action required?	
Have those involved changed their behaviours/acknowledged the harm caused?	
Has the case contributed to the learning of the class/year/group in some way?	
Have passwords been changed, privacy settings checked and friends list cleaned?	

Any further note such as the impact of this incident or recommendations:

Signed.....Date.....

This document has been prepared by the Bullying Intervention Group (www.bigaward.org.uk) and can be used as part of an overall School Policy.