



MANAGING PARENT COMPLAINTS – APPENDIX 1

INCIDENT REPORT FORM

Date of Incident	
Time of Incident	
Place of Incident	
Name of Person Reporting Incident/Concern	
Names of Teachers involved	
Names of Students involved	
Witness/s	

Incident Classification

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Aggressive Behaviour - Physical | <input type="checkbox"/> Disruptive Behaviour | <input type="checkbox"/> Mobile Phone Usage | <input type="checkbox"/> Rudeness |
| <input type="checkbox"/> Aggressive Behaviour - Verbal | <input type="checkbox"/> Inappropriate Behaviour | <input type="checkbox"/> Non compliance | <input type="checkbox"/> Swearing / low level |
| <input type="checkbox"/> Bullying - Verbal | <input type="checkbox"/> Late to Class | <input type="checkbox"/> Not Wearing Hat | <input type="checkbox"/> Talking / calling out |
| <input type="checkbox"/> Bystander / Onlooker | <input type="checkbox"/> Lateness | <input type="checkbox"/> Other Censure | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Chewing Gum | <input type="checkbox"/> Littering | <input type="checkbox"/> Receiving end of aggressive behaviour | <input type="checkbox"/> Warning – General |
| <input type="checkbox"/> Consistently Unsatisfactory
Clothing | <input type="checkbox"/> Meltdown | <input type="checkbox"/> Receiving end of inappropriate
behaviour (hurt feelings) | <input type="checkbox"/> Wellbeing Concerns |
| <input type="checkbox"/> Disrespect | | | |

Brief description of the incident



MOUNT BARKER
WALDORF SCHOOL

Action Taken

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Class reflection | <input type="checkbox"/> Extra Bookwork | <input type="checkbox"/> Quiet time Learning Support | <input type="checkbox"/> Suspension (1 day) |
| <input type="checkbox"/> Class removed from area | <input type="checkbox"/> Other discipline | <input type="checkbox"/> Referred to Class Guardian | <input type="checkbox"/> Suspension (1 week) |
| <input type="checkbox"/> Discussion after class | <input type="checkbox"/> Parents informed | <input type="checkbox"/> Referred to Learning Support | <input type="checkbox"/> Suspension (2 day) |
| <input type="checkbox"/> Discussion on boundaries | <input type="checkbox"/> Parents notified to collect student | <input type="checkbox"/> Referred to Principal | <input type="checkbox"/> Suspension (in school) |
| <input type="checkbox"/> Exclusion (permanent) | <input type="checkbox"/> Pick up duty | <input type="checkbox"/> Referred Student Wellbeing Officer | <input type="checkbox"/> Temporary exclusion from activity |
| <input type="checkbox"/> Follow up by teacher | <input type="checkbox"/> Quiet reflection | <input type="checkbox"/> Removed from room | <input type="checkbox"/> Verbal Apology |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Quiet time front office | <input type="checkbox"/> Support worker removed from incident | <input type="checkbox"/> Written Apology |

Does the Accident Report Form need to be filled in? Yes No

Signed		Date	
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Follow Up for Teachers / Assistant Principal / Principal only

Signed		Date	
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