

MORAY COUNCIL EQUALITIES INCIDENT MONITORING FORM

Please use this form to report any incidents of bullying, harassment, intimidation, verbal or physical abuse.

1. Date reported:

Reported to:

2 Department

3 Service

Where did the incident take place?

4. Location, eg playground, school, home

5. Town

6. When did the incident happen?

Time Date

7. Does the incident relate to any of the following? (Tick all that apply)

Age Gender Disability Transgender

Religion or belief Sexual orientation Race

Other, please specify Don't know

8. Describe the incident, including what was said.

9. What action has been taken?

and difference

• Asked P6 boy (██████████) how we could make this better

• ██████████ stated he wanted to apologise to ██████████

• ██████████ asked to come back to offer and ██████████ apologised

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10. What further action, if any, does the victim want to be taken?

██████████ accepted ██████████ apology and was happy with this outcome.

11. Does the victim want to be referred to another agency?

Yes No

12. If yes, tick all that apply

Education Police Social Work Housing Personnel

Other, please specify

13. Please give victim's contact details, if further action is required

14. Contact details of person completing the report

Madelaine McCutcheon
Acting HT
Bishopmill Primary

date:

Please send this report to

Equal Opportunities Officer
The Moray Council Headquarters
High Street
Elgin
IV30 1BX
email: equalopportunities@moray.gov.uk