

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	Sexual orientation	Race	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="yes"/>	
Other, please specify		Don't know	
<input type="text"/>		<input type="checkbox"/>	

8. Describe the incident, including what was said.

9. What action has been taken?

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

None

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

Martin Collins, depute head teacher, Seafield primary school.

date:

12th September 2016

Please send this report to

Equal Opportunities Officer

The Moray Council Headquarters

High Street

Elgin

IV30 1BX

email: equalopportunities@moray.gov.uk