
Schools Violence and Aggression Incident Report Form

Introduction

Use this eform to record an incident of Violence and/or Aggression within the Schools environment.

Employee/Carer Details

Name *

Please provide your moray-edunet.gov.uk or moray.gov.uk contact email address. This will be used to provide you with confirmation that this form has been completed.

You will also receive confirmation when your manager has completed their section of the form.

Email Address * *Please provide your moray-edunet.gov.uk or moray.gov.uk email address only.*

Please provide a valid Moray Edunet or Moray Council Email address

Job Title *

Place of Work * *Please select your child's catchment school*



Involved Party Details

Forename(s) * *Please supply your forename*

Surname * *Please supply a surname*

Known as *if different from forename*

Party involved

Pupil Parent/Carer Member of the Public

Age

Class Stage

Gender

Please select a gender

Male Female Unspecified

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Detail of Incident

Date

Incident Time

Location

Incident Type

Did this incident involve?

Physical assault (no weapon)

Yes No

Verbal abuse

Yes No

Physical assault (with weapon or
improvised weapon)

Yes No

Verbal threats

Yes No

Threat of physical assault

Yes No

Malicious
communications/Slander

Yes No

Threat of physical assault (with
weapon or improvised weapon)

Yes No

Vandalism / Damage to personal
property

Yes No

Threatening or Menacing
behaviour

Yes No

Anti-social / Disruptive behaviour

Yes No

Breach of security

Yes No

Other

Yes No

Ranking of Incidents 'Type'

Highest
Ranked

Second highest
ranked

Third highest
ranked

Was the incident related to?:

Gender

Yes No

Disability

Yes No

LGBT

Yes No

Religion

Yes No

Race

Yes No

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Outcome for staff member/carer

Distress

Yes No

Physical injury

Yes No

Time off work

Yes No

Damage

Yes No

Would you like a debrief?

Yes No

Outcome for child/young person

Distress

Yes No

Physical injury

Yes No

Damage

Yes No

Outcome for others

Distress

Yes No

Physical injury

Yes No

Damage

Yes No

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Incident Details

Please describe the lead up to the incident

Describe details of the incident

Immediate action taken

Please include details of how the situation was immediately resolved

Witnesses

Were there any witnesses to this incident?

Yes No

On submitting this form, an email will be sent to your line manager or the placement services social worker to provide further details of the

young person involved. Please provide an email address for the relevant person this form should be sent to.

Line Manager *or Placement Services Social Worker if relevant*

Email Address

Feedback: Tell us what you think of myaccount

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