



Incident recording

(from the parent)

- 1) Date:
- 2) I was informed by:
- 3) Place and time of the incident:
- 4) People involved:
- 5) Students who suffered violence:
- 6) Type of violence(physical, verbal, social, psychological):
.....
- 7) Students who used violence:
- 8) Students/Witnesses involved (to my knowledge):
.....
- 9) Students/Witnesses present but not involved (to my knowledge):
.....
- 10) Description of the incident:
.....
.....
.....
- 11) It has happened before:
 - a) Yes.... No.....
 - i) *If yes, give a brief description of the incident (where it took place, who was involved, kind of violence exercised etc):*
.....
.....
.....
.....
- 12) Parent's name:



Incident recording

(from the teacher)

- 1) Date:
- 2) I was informed by:
- 3) Place and time of the incident:
- 4) People involved:
- 5) Students who suffered violence:
- 6) Type of violence(physical, verbal, social, psychological):
.....
- 7) Students who used violence:
- 8) Students/Witnesses involved (to my knowledge):
.....
.....
- 9) Students/Witnesses present but not involved (to my knowledge):
.....
- 10) Description of the incident:
.....
.....
.....
- 11) It has happened before:
a) Yes.... No.....
- 12) Description of the personality of the victim or their history :
.....
.....
.....



.....
.....
.....

13) Description of the personality of the bully or their history:

.....
.....
.....
.....
.....
.....

14) Personal evaluation of the incident as to its severity:

.....
.....
.....

15) Who is going to be informed: (teacher of class, school principle, school psychologist, parents)

.....
.....

16) Recommended action:

.....
.....
.....

17) Monitoring of the incident. Day and time set for feedback:

.....

18) Teacher's name:

.....



Incident recording

(Student who exercised violence)

- 1) Date:
- 2) Name:
- 3) Class:
- 4) Place of incident:
- 5) Between/among who:
- 6) Who else was present:
- 7) Who got involved:
- 8) In which way:
.....
.....
- 9) Who didn't get involved:
- 10) Describe in your own words what happened as you understood it:
.....
.....
.....
- 11) Why did you behave like that to this particular fellow student?
.....
.....
- 12) How did you feel?
.....
- 13) How do you feel now that it is over?



.....

14) How do you think your fellow student is feeling?

.....

15) Has this or a similar incident happened before?

a) Yes b) No

16) Your parents know about this incident or others that may have happened:

a) Yes b) No

i) If yes, what is their opinion?

.....

17) Are you aware of the consequences/penalties these incidents bring? If yes, which are they?

.....

18) Which in your opinion should be the penalty for such incidents?

.....

.....

19) When will you come and meet me again to talk about the relation you have with..... in the following days? (before we discuss the possibility of a penalty).

Let's set exact day and time.....



Incident recording

(student who suffered violence)

- 1) Date:
- 2) Name:
- 3) Class:
- 4) Place of incident:
- 5) Between/among who:
- 6) Who else was present:
- 7) Who got involved:
- 8) In which way:
.....
.....
- 9) Who didn't get involved:
- 10) Describe in your own words what happened as you understood it:
.....
.....
.....
- 11) How did you feel:
.....
- 12) How do you feel now that it is over:
.....
- 13) Has this or a similar incident happened before?
 - a) Ναι
 - b) Όχι



14) If yes, describe it in a few words: (who participated, what happened, who know about it, how you feel, what you did about it)

.....
.....
.....

15) Who you are planning to mention the incident to – who you have talked to already:

.....
.....

16) Your parents know about this incident (or others that may have happened):

a) Yes b) No

i) If yes, what is their opinion?

.....

17) What would you like to happen from now on in relation to this incident?

.....
.....

18) How, in your opinion, can this take place?

.....
.....

19) Nobody deserves such behavior. We really appreciate and respect the fact that you came to talk to us. It needed courage.



Incident recording

(Witness)

- 1) Date:
- 2) Name:
- 3) Class:
- 4) Place of incident:
- 5) Between/among who:
- 6) Who else was present:
- 7) Who got involved:
- 8) In which way:
.....
.....
- 9) Who didn't get involved:
- 10) Did you get involved? A. Yes B. No
- 11) Why?.....
.....
- 12) Describe in your own words what happened as you understood it.
.....
.....
.....
- 13) How did you feel?
.....
.....
- 14) How do you think felt the students involved?
Student A.
.....
Student B.
.....



.....
Student C.

.....
15) Why do you think this incident happened?

.....
.....
.....

16) Has a similar incident come to your awareness before?

17) Who were involved then?

.....
.....

18) What is your opinion on the incident we are examining today?

.....
.....

19) What is your opinion on previous similar incidents you mentioned?

.....
.....

20) Thank you very much. We will keep your anonymity. We appreciate the fact that you talked to us. It is a very responsible thing to do. The school will take care.