



### 3. Suspect/perpetrator details

Date of incident ..... Location of incident .....

Time of incident ..... Name of pupil/adult .....

Year ..... Ethnicity (use categories below) .....

Age ..... Female  Male  Any previous incidents reported involving suspect Yes  No

### 4. Action taken

Discussion with pupil

Support offered to victim

Refer to HoD/HoY or Headteacher

Formal discussion with pupil, teacher and form teacher

Pupil sanction

Letter to parents/carers

Parental interview

Pupil sent home - fixed term/indefinite exclusion

Request to governors for permanent exclusion

Referred to Police

Any other action

### Reference to ethnic categories

Please use one of the categories below in the victim/suspect/perpetrator sections

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group
British	White and Black Caribbean	Indian	Caribbean	Chinese
Irish	White and Black African	Pakistani	African	
Greek-Cypriot	White and Asian	Bangladeshi		
Turkish Cypriot		East African Asian		
Kurdish				
Turkish				
Any other White background please write in	Any other mixed background please write in	Any other Asian background please write in	Any other Black background please write in	Any other ethnic group please write in