

Incident Diary

Keeping a record about the negative behaviour you've experienced can be really helpful when you are talking to your teacher or another adult about how to sort it out. Try to remember and write down as much as you can about what happened, when and where the incidents took place, and who was involved. You can show this sheet to an adult you trust, or just use it to remind you when you are talking to them about what happened.

Your name _____

Date & time	What happened? <i>What was said or done to you?</i>	Who was involved in the incident? <i>Their names – or a description if you don't know them</i>	Where did the incident take place? <i>For example, at school or on the bus</i>	Was anything taken? <i>For example, your phone or money</i>	Was anyone with you or did anyone else see what happened?

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