PUPIL INCIDENT REPORTS

Pupil Incident Reports enables the user to produce a condensed or full detailed report on incidents where discrimination, involving the specified pupil, has been alleged against a pupil. These reports are available in PDF format.

- Application
- Management
- Bullying and Equalities
- Pupil Incident Reports
1. Filter as required to search for the appropriate student
2. Click **CONDENSED REPORT** or **FULL DETAIL REPORT** to generate the PDF
3. Click the **BACK** button at bottom right of the screen to return to previous screen

Example of a Condensed Report

		Emma Boyd	DoB: 10/10/02	Reg. Class: 1.1	
	Date	Owner	Conclusion	Incident Types	Characteristics
Person Experiencing	15/10/14	Mrs H Hastie	Resolved	Verbal - Incident Detail: [Additional Detail here related to the incident]	Economic Circumstances, Family circumstances

		Graeme Coyle	DoB: 02/03/02	Reg. Class: 1.1	
	Date	Owner	Conclusion	Incident Types	Characteristics
Person Displaying	15/10/14	Mrs H Hastie	Resolved	Verbal - Incident Detail: [Additional Detail here related to the incident]	Economic Circumstances, Family circumstances

Example of a Detailed Report

Full Pupil Incident Report				13:33 Wed 15/Oct/14

Emma Boyd   DoB: 10/10/02   Reg. Class: 1.1

Person Experiencing

	Incident Date: 15/10/14	Owner: Mrs H Hastie		
Incident Types	Verbal - Incident Detail: [Additional Detail here related to the incident]			
Characteristics	Economic Circumstances, Family circumstances			
Others Involved in the Incident		Name	DoB	Stage
	Person Displaying	Graeme Coyle	02/03/02	S1
	Person Displaying	Kieran Gallagher	22/12/02	S1
	Person Displaying	Scott Keenan	26/05/02	S1
Reported To	Mr R Barlow			
Reported By	Sarah Smith			
Addressed By	Mr R Barlow			
Incident Location	In Class			
Review	Mrs Heather Hastie (review date: 31/10/14)			
Actions Taken	Letter			
Conclusion	Resolved			
Action Procedures	Actions taken after investigation and discussion with parents			