



Office of the Children's eSafety Commissioner—template for reporting a cyberbullying incident*

Incident Report Form				
<i>Insert school logo</i>	Time of record:		Date of record:	
	Student name:			
	Year group:			
	Date of incident:		Time of incident:	
Nature of the incident				
Students involved	Year	Student Witnesses	Year	Other/witnesses
Location of the incident				
Evidence				
Social media involved:	Yes/No	Note: SMS = Social Media Service eg: Instagram, Facebook, Snapchat		
Student's username		SMS:		
Usernames of other parties:		SMS:		
		SMS:		
		SMS:		
URL (website address)				
Evidence attached	Yes/No			



Australian Government
Children's eSafety Commissioner

Signature of student: _____ Date: _____
Follow up
Immediate action taken following the reported incident:
Referrals made:
Injuries
Nature and extent of any injuries sustained (what was the injury; how serious was the injury?)
Has an accident report been completed? Y/N
Sign off
Name of teacher:
Signature:

** To be customised by a school to suit needs and policies*