FREE PARENT AND CARER RECORD SHEET

# Bullying Concern Record

Record facts, note safe evidence references and record what was agreed. Use one sheet for each concern or connected series of incidents. Keep it private.

## Young person and context

**Name or initials:** _____ **School / year:** _____

## 1. What happened?

**Date and time:** _____ **Where:** _____

**Exact words, actions or online activity:**

_____

_____

**Who was involved or witnessed it?** _____

**Safe evidence references (messages, URLs, account names):** _____

## 2. Impact and immediate safety

- ☐ Attendance or learning
- ☐ Sleep, mood or confidence
- ☐ Friendships or isolation
- ☐ Physical injury or fear
- ☐ Online contact or threats
- ☐ Immediate safety concern

**What has changed or what support is needed now?** _____

## 3. Report, action and review

**Reported to / date:** _____ **How reported:** _____

**Action promised, by whom and by when:** _____

_____

**Review date:** _____ **What would show that the plan is helping?** _____

Sexual imagery of under-18s: do not copy, screenshot, download, forward or upload it, or ask a child to send it. Report to the school's DSL or police and follow their advice about the device. Call 999 for immediate danger. Keep this sheet private; do not send it to The Pastoral Hub.