**Pupil Statement of Alleged Incident**

School:

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| --- | --- | --- | --- |
| Name of pupil making statement : |  | Tutor Group: |  |

Details of alleged incident:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Location | | Exact Location |
| In school | Out of School |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Describe what happened step by step:  These details are a truthful record of what happened. | | | |
| Signature of pupil making statement: |  | Date and time of statement: |  |

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| Names of other pupils and staff involved: |

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| Was any property damaged? If yes, give details. |

|  |  |
| --- | --- |
| To which member(s) of staff  have you reported the incident ? |  |

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| **What were you thinking about at the time?** |
| **What have your thoughts been since?** |
| **Who has been affected by what happened?** |
| **In what way have they been affected?** |
| **What has been the most difficult thing for you?** |
| **What do you think you need to do to make things right?** |