

Unique Schools - Appendix 3 Incident Report

Full Report

Report Status

Assigned to Harshwardhan More

Status ASSIGNED

Priority MEDIUM

Reporter's Details

Reported by Outsider

Reporter's Name Reena

Affected Student

Affected Pupil Tony

Class 3A

Time of Incidence 22 Jul 2026, 12:00 PM

Incident Description

On the above-mentioned date and time, a bullying incident occurred at the school during the lunch break. The incident took place in the cafeteria, where several students were gathered. One student was observed repeatedly making insulting and disrespectful comments toward another student. The remarks were directed at the victim's appearance and personal characteristics, causing visible emotional distress.

The victim initially attempted to ignore the comments and continued eating lunch. However, the bullying persisted, and the student making the remarks continued to laugh and encourage others to join in. A few nearby students laughed at the comments, while others appeared uncomfortable but did not intervene. The victim politely asked the student to stop making hurtful remarks, but the request was ignored.

Feeling embarrassed and overwhelmed, the victim stood up and attempted to leave the cafeteria. The other student briefly followed the victim while continuing to make inappropriate comments. At this point, a teacher on lunch duty noticed the interaction and immediately approached the students. The teacher separated the students and escorted them to a private area to discuss what had happened.

The teacher interviewed both students individually and also spoke with several witnesses who had been present during the incident. The witness statements consistently confirmed that the victim had been subjected to repeated verbal bullying and that the behavior continued even after the victim asked for it to stop. The accused student admitted to making some of the comments but initially stated that they were intended as jokes. The teacher explained that comments that cause emotional harm or make another person feel unsafe are considered bullying, regardless of intent.

The incident was promptly reported to the school administration, and a formal incident report was initiated. The school counselor met with the victim to provide emotional support and ensure that the student felt safe returning to class. The victim expressed feelings of embarrassment, anxiety, and sadness as a result of the incident. The counselor reassured the student that the matter would be taken seriously and encouraged the student to report any future incidents immediately.

The parents or guardians of both students were informed of the incident on the same day. Meetings were arranged to discuss the circumstances, the school's anti-bullying policy, and the appropriate steps to prevent similar incidents in the future. The accused student was reminded of the school's expectations regarding respectful behavior and was informed that bullying of any kind is unacceptable. Appropriate disciplinary measures were considered in accordance with the school's policies.

To prevent further incidents, staff members agreed to closely monitor interactions between the students, particularly during lunch breaks and other unstructured times. Teachers were reminded to remain attentive to student behavior, and the school planned to reinforce anti-bullying awareness through classroom discussions and counseling sessions.

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Students were also encouraged to support one another, report bullying when they witness it, and contribute to maintaining a respectful and inclusive learning environment. **Full**

Follow-up meetings with both students were scheduled over the following weeks to monitor their well-being and ensure that the situation had been resolved. The victim later reported feeling more comfortable and supported at school, and no additional incidents involving these students were reported during the monitoring period.

This report has been prepared to provide an accurate and factual account of the incident and the actions taken by school staff. It is intended to serve as an official record and to support ongoing efforts to maintain a safe, respectful, and supportive environment for all students.

Incident Details

What type of bullying behaviour took place?*

- Emotional Bullying
- Cyber Bullying
- Social Exclusion
- Body Shaming

Indicate identity basis if relevant

Where did the incident take place?

- Corridor
- School Yard
- Classroom

Reported By?*

- Outsider

Details of Accused

Mary Cooper, 2F

David Willson, 1A

Lana Willson, 1A

Report

Media & Documents

MEDIA	MEDIA TYPE	DESCRIPTIONS
Leave_Rules_and_Policy.txt	Document	-
Bookstore qa3 issue add edit .mp4	Video	-

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134198413435512508.jpg

Image incident image

Communication

CREATED	TYPE	TO / WITH	FROM	PURPOSE OF CONTACT	DETAILS
22 Jul 2026, 12:21 PM	Email	Niamh	Harshwardhan More	accused	On the above-mentioned date and time, a bullying incident occurred at the school during the lunch break. The incident took place in the cafeteria, where several students were gathered. One student was observed repeatedly making insulting and disrespectful comments toward another student. The remarks were directed at the victim's appearance and personal characteristics, causing visible emotional distress. The victim initially attempted to ignore the comments and continued eating lunch. However, the bullying persisted, and the student making the remarks continued to laugh and encourage others to join in. A few nearby students laughed at the comments, while others appeared uncomfortable but did not intervene. The victim politely asked the student to stop making hurtful remarks, but the request was ignored. Feeling embarrassed and overwhelmed, the victim stood up and attempted to leave the cafeteria. The other student briefly followed the victim while continuing to make inappropriate comments. At this point, a teacher on lunch duty noticed the interaction and immediately approached the students. The teacher separated the students and escorted them to a private area to discuss what had happened. The teacher interviewed both students individually and also spoke with several witnesses who had been present during the incident. The witness statements consistently confirmed that the victim had been subjected to repeated verbal bullying and that the behavior continued even after the victim asked for it to stop. The accused student admitted to making some of the comments but initially stated that they were intended as jokes. The teacher explained that comments that cause emotional harm or make another person feel unsafe are considered bullying, regardless of intent.

The incident was promptly reported to the

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school administration, and a formal incident report was initiated. The school counselor met with the victim to provide emotional support and ensure that the student felt safe returning to class. The victim expressed feelings of embarrassment, anxiety, and sadness as a result of the incident. The counselor reassured the student that the matter would be taken seriously and encouraged the student to report any future incidents immediately.

The parents or guardians of both students were informed of the incident on the same day. Meetings were arranged to discuss the circumstances, the school's anti-bullying policy, and the appropriate steps to prevent similar incidents in the future. The accused student was reminded of the school's expectations regarding respectful behavior and was informed that bullying of any kind is unacceptable. Appropriate disciplinary measures were considered in accordance with the school's policies.

To prevent further incidents, staff members agreed to closely monitor interactions between the students, particularly during lunch breaks and other unstructured times. Teachers were reminded to remain attentive to student behavior, and the school planned to reinforce anti-bullying awareness through classroom discussions and counseling sessions. Students were also encouraged to support one another, report bullying when they witness it, and contribute to maintaining a respectful and inclusive learning environment.

Follow-up meetings with both students were scheduled over the following weeks to monitor their well-being and ensure that the situation had been resolved. The victim later reported feeling more comfortable and supported at school, and no additional incidents involving these students were reported during the monitoring period.

This report has been prepared to provide an accurate and factual account of the incident and the actions taken by school staff. It is intended to serve as an official record and to support ongoing efforts to maintain a safe, respectful, and supportive environment for all students.

22 Jul 2026, 12:22 PM	Zoom Meetings	una	Harshwardhan More	alleged meeting	test
22 Jul	Zoom	yuri	Harshwardhan	Eoin	**Communication Between the Alleged Victim

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2026,
12:23 PM

Meetings

More

and the Alleged Accused**

According to the information gathered during the investigation, there was verbal communication between the alleged victim and the alleged accused before and during the incident. The alleged accused made several comments directed toward the alleged victim that were perceived as insulting and inappropriate. The alleged victim stated that they asked the alleged accused to stop making the remarks and indicated that the comments were upsetting. Despite this request, the alleged victim reported that the comments continued.

The alleged accused stated that the remarks were intended as jokes and denied any intention to bully or intimidate the alleged victim. However, the alleged victim explained that the repeated comments caused embarrassment and emotional distress. Witness statements indicated that there was a brief exchange between the two individuals before staff intervened.

Following the incident, there was no further direct communication between the alleged victim and the alleged accused while the matter was under review. Both individuals were instructed to avoid unnecessary contact pending the outcome of the investigation. Any future communication, if required, was to occur only in the presence of appropriate staff members to ensure a safe and respectful environment.

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Checklist of actions

REPORT	CREATED	STATUS	DETAILS
Lead Investigator Report	22 Jul 2026, 12:17 PM	Completed	# Investigator's Report **Case Title:** Alleged Bullying Incident **Investigator:** [Investigator's Name] **Date of Investigation:** [Date] **Location:** [Location] ## Purpose of Investigation The purpose of this investigation was to determine the facts surrounding an allegation of bullying involving the alleged complainant and the alleged accused. The investigation was conducted in accordance with the organization's policies and procedures to ensure a fair, impartial, and thorough review of the matter. ## Investigation Process The investigation included interviews with the alleged complainant, the alleged accused, and relevant witnesses. Available evidence, including written statements, emails, text messages, CCTV footage (if available), and other relevant documentation, was reviewed. All individuals involved were given an opportunity to provide their account of the incident and submit any supporting evidence. ## Summary of Allegation The alleged complainant reported that the alleged accused engaged in repeated behavior that was perceived as intimidating, disrespectful, and humiliating. It was alleged that the conduct included inappropriate comments, verbal insults, and actions that created discomfort and emotional distress. The alleged complainant stated that they had requested the behavior to stop, but the conduct allegedly continued. The alleged accused denied intentionally bullying the alleged complainant. The alleged accused acknowledged that certain comments had been made but stated that they were intended as jokes and were not meant to offend or intimidate anyone. ## Evidence Reviewed The investigation considered the following evidence: * Statements provided by the alleged complainant. * Statement provided by the alleged accused. * Statements from witnesses present during the incident. * Relevant emails, messages, or other communications, where available. * CCTV footage or other available recordings, if applicable. * Relevant organizational policies relating to bullying and respectful workplace or school conduct.

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Findings

The witness statements generally confirmed that comments were made by the alleged accused toward the alleged complainant. Several witnesses observed that the alleged complainant appeared uncomfortable and requested that the comments stop. The evidence indicates that the communication continued after the request was made.

While there was no evidence of physical aggression, the investigation found that the alleged complainant experienced the conduct as unwelcome and distressing. The available evidence supports that inappropriate comments were made during the interaction. However, where witness accounts differed regarding specific statements or intent, those differences have been noted.

Conclusion

Based on the information obtained during the investigation and the evidence reviewed, there is sufficient evidence to conclude that inappropriate conduct occurred. The behavior observed was inconsistent with the organization's expectations regarding respectful communication. This conclusion is based on the balance of probabilities and is limited to the evidence available during the investigation.

Recommendations

It is recommended that the organization consider appropriate action in accordance with its bullying and disciplinary policies. Both parties should be reminded of the organization's standards of respectful behavior. Where appropriate, conflict resolution, mediation, counseling, or additional training should be considered. Management should continue to monitor interactions between the parties to prevent further incidents and ensure a safe and respectful environment.

****Prepared by:****

[Investigator's Name]

[Title]

[Date]

Meeting
with the
Alleged
Victim

22 Jul
2026,
12:17 PM

Completed

The alleged victim stated that they had experienced repeated behavior from the alleged accused that they considered to be inappropriate, disrespectful, and upsetting. According to the alleged victim, the conduct included repeated comments, teasing, and actions that caused embarrassment and emotional distress. The alleged victim stated that the behavior had occurred on more than one occasion and had affected their confidence and ability to feel comfortable in the workplace/school.

The alleged victim explained that they informed the alleged accused that the comments and behavior were unwelcome and requested that the conduct stop. Despite this request, the alleged victim reported that the behavior continued. The alleged victim stated that they felt uncomfortable interacting with the alleged accused and became concerned that the situation was escalating.

The investigator asked the alleged victim to provide specific details, including the dates, times, locations, and circumstances of each reported incident. The alleged victim identified any individuals who may

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have witnessed the events and provided copies of any available supporting evidence, including emails, text messages, or other communications, where applicable.

The alleged victim described the impact of the alleged bullying, stating that it caused stress, anxiety, embarrassment, and reduced confidence. The alleged victim also explained how the incidents affected their work or studies and interactions with others.

The investigator explained the investigation process, including how witness interviews would be conducted, how evidence would be reviewed, and that no conclusions had been reached at this stage. The alleged victim was encouraged to report any further incidents immediately and to provide any additional information that might assist the investigation

Meeting with Accused	22 Jul 2026, 12:17 PM	Not started	-
Statement from Alleged Victim	22 Jul 2026, 12:17 PM	Not started	-
Statement from Accused	22 Jul 2026, 12:17 PM	Not started	-
Eyewitness Statements	22 Jul 2026, 12:17 PM	Not started	-
Parents of accused informed	22 Jul 2026, 12:17 PM	Not started	-
Meeting notes collated	22 Jul 2026, 12:17 PM	Not started	-
CCTV Checked Update	22 Jul 2026, 12:17 PM	Not started	-
FIR register	22 Jul 2026, 12:17 PM	Not started	-
Determining if Bullying Behaviour has ceased (within 20 days)	22 Jul 2026, 12:17 PM	Not started	-