

Equal Opportunities Incident Reporting Form

Everything written on this reporting form is **confidential***.

You will be consulted before any details are shared or any action taken

Incident reported by:	Contact details:
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Todays date:

Staff
 Student
 Visitor
 Other – Please state:

Complainants name: (If different from above)

Date, Time and Location of the Incident:

Please tick below which area(s) apply to the incident:

Equality area of complaint	<input type="checkbox"/> Age	<input type="checkbox"/> Learning difficulty
	<input type="checkbox"/> Disability	<input type="checkbox"/> Religion/Beliefs
	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Sexual orientation
	<input type="checkbox"/> Gender	<input type="checkbox"/> Social class

Type of Incident	<input type="checkbox"/> Bullying/Harassment	<input type="checkbox"/> Physical attack
	<input type="checkbox"/> Cyber-bullying	<input type="checkbox"/> Threats
	<input type="checkbox"/> Damage to property	<input type="checkbox"/> Verbal abuse
	<input type="checkbox"/> Graffiti	<input type="checkbox"/> Written abuse
	<input type="checkbox"/> Isolation/Exclusion	

What actually happened?

Who was involved?

Do you know this person/people? yes no

If yes, please give name(s) and/ or description:

Did anybody witness the incident? yes no

If yes, please give name(s) and contact details:

Has this happened before? yes no

If yes, please give details:

Is there anyone else that you want to support you or speak for you? yes no

If yes, please give name(s) and contact details:

Is there any thing else you want to tell us about this incident? If so, please write it here:

Please return this form to
Gemma Genco, Equality & Diversity Co-ordinator
Room 712, (Fernlea), North Road Campus
Email: gencog@bpc.ac.uk
Call: 01202 (20)5417

***Confidentiality policy**

We will always treat any information you share with us as confidential. However, if you tell us that you or someone else is being abused or is in danger, we have a duty of care and must take further action.