



Grace Studios School of Speech and Drama

Sutherland Shire Studios

ABN: 90466231779

W: grace-studios-drama.com

E: grace-studios@live.com.au

P: (+61)421187881

Appendix B: Incident Report

Name of the reporting teacher:

Date the report is lodged:

Date of the incident:

Time of the incident:

Name of class:

Student(s) involved:

Parent(s) involved:

Other teachers involved:

Please describe what happened:

What are your core concerns?

Do you have a suggested course of action you would like to recommend for the Studio's consideration?

What, if anything, do you feel could have been done to prevent this incident?

Was a student physically hurt?

Has the student's guardian already been notified of the incident?

What, if any, comments or feedback did the guardian give?