



# Student Complaint Form

*'Everyone has a right to an education in a safe environment. Bullying or harassment in the form of physical aggression, verbal aggression, intimidation or exclusion has no place at Good Counsel College.'*

## 1. Student Complaint Reported

Student making complaint: ..... Date: .....

Who is the complaint against? .....

When does it occur? .....

Where? .....

How often? .....

How long has this been happening? .....

Describe what has been happening: (try to provide as much detail as possible, including both your actions as well as the person/s. Please write exactly what the person says – include swearing if this has occurred.)

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.....  
.....

Witnesses: .....

Supporting documents attached: Yes / No

Method of lodgement: Verbal / Electronic / This Form

## 2. Complaint Investigated and Written Report Prepared

Can you identify any reasons why this is happening to you, or identify any situations in the past that may have provoked this person? (This is not to say this is your fault, it is simply to identify any background factors.)

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What strategies or actions have you tried to get this person's behaviour to stop?

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Have you told anyone that this is happening? Yes / No

If Yes, who? (a friend, mum, dad, teacher, Wellbeing Leader, other): .....

What is the personal impact of this person's behaviour on you?

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Do you have any concerns about reporting this that we need to be aware of?

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Are you aware of any other people who are also being bullied by this person?

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### **3. Level of Bullying Evaluated**

Severity: .....

Frequency: .....

Pervasiveness: .....

Chronicity: .....

### **4. Intervention Method Determined**

What do you want to happen? How would you like the situation dealt with? (Refer to Step 4 in Bullying Brochure for options)

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Student Signature: .....

Complaint Received by (name and signature):

.....

Date Received: .....

Follow up contact date:

WL Verification of Bullying: Yes / No

Action / Follow Up Summary: .....

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