



If the incident involves criminal activity;

STOP!

Do not take any further action until you have consulted with law enforcement officials.



School case #: _____
Date of Incident: _____
Police Case #: _____

Name: _____

Incident type: _____

- Potentially illegal or unlawful Potential media problem Involving staff

Other people involved: _____

FOLLOW UP AT 2, 4, AND 12 WEEKS

Gather a quick snapshot from stakeholders: How were you involved? _____

SELECT RELEVANT QUESTIONS FROM THE LIST BELOW:

Was this incident resolved to your satisfaction? _____

Do you feel you were treated fairly? _____

Are conditions improving? How? _____

Do you have lingering fears? Please explain. _____

Do you feel supported by the school/teachers? How? _____

FOLLOW UP FORM

How were you informed? Was it handled appropriately? _____

Do you have suggestions for us—our polices, practices, and procedures? _____

Are your parents aware of what happened? How did they find out? Have you discussed it with them further? _____

[NOTE: Keep family dynamics brief]: _____

Would you do anything differently? _____

What advice would you offer to others who had a similar experience? _____

FOLLOW UP LOG

DATE	NATURE OF CONTACT