



If you do not have a  
**Bullying and Harassment  
Reporting Form**

and you want one contact  
Community Development  
Telephone: 01202 451165



or

The Bournemouth Forum  
16 Wharncliffe Road  
Boscombe  
BH5 1AH

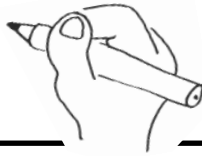


Telephone: 01202 303765

# How to fill in the Bullying and Harassment Reporting Form



# How to fill in the Bullying and Harassment Reporting Form



The Bullying and Harassment Reporting Forms are for you to fill in.



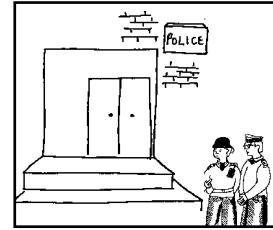
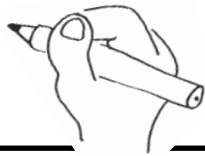
You can use them to tell other people like the police what has happened.

This form is to help you tell somebody that you have been bullied, hurt or upset by someone else.

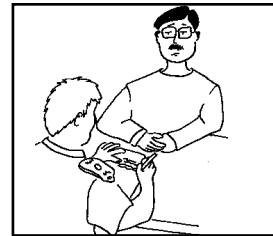


What you say might have to be shared with other people to keep you and others safe.

# When you have filled in your form



When you have filled in your form take it or post it to your local police station or hand it to the person who supports you.

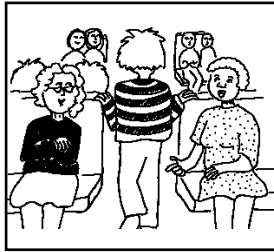


The police will give you a reference number, write it down as you may need to use it again.

## More ideas to help you

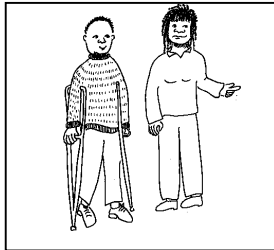


## How to fill in the Bullying and Harassment Reporting Form



**Be alert. Know what is going on around you all the time.**

Who is in front of you or behind you?



If you can, look and listen to what is going on around you.



If you want to say more and there is no more room on the form you can write it on another piece of paper.



You may want to take a copy of the form.



You can ask someone to help you fill in the form. For example:

The person who supports you, a friend or a member of your family.

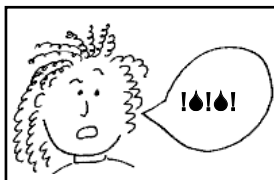


The police officer who comes to see you.

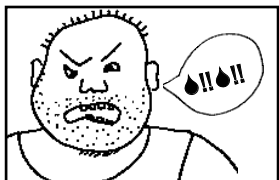


The enquiry officer at the front desk of your local police station.

## You can use the form to tell other people if someone:



Calls you names, upsets you, scares you or harasses you.



Shouts or swears at you.



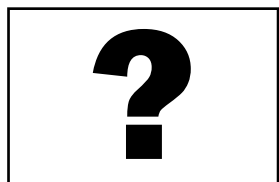
Hurts or hits you.



Throws something at you

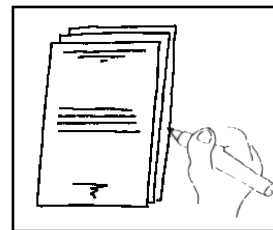
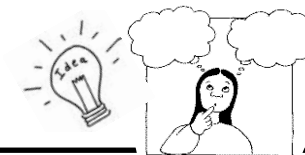


Takes your things or tries to steal from you.



Or something else.

## Some ideas to help you to remember things



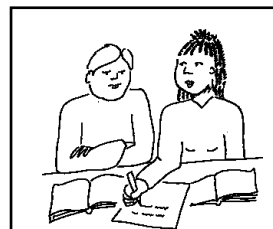
You can carry a notepad and pen in your pocket or bag to write down what has happened to you as soon as you can.



This will help you to remember things, like what the people looked like who did this to you and give a good description.



You can phone someone and tell them what has happened as soon as you can.



You can practice trying to remember what people looked like with a friend to help you give a good description.

# How to give a description



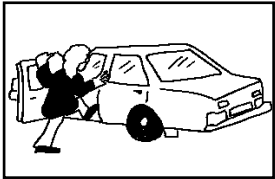
What clothes were the person or people wearing?

What colour were their clothes?

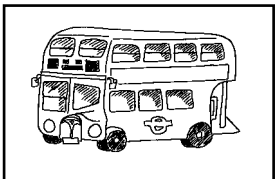


Did you see any pattern or writing on their clothes?

Were they wearing a cap or hat?

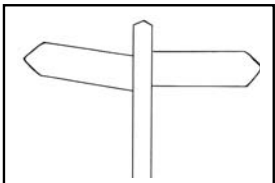


Is there anything else you can tell us?

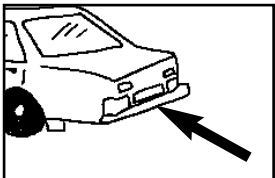


Were they in a car, on a bus or on a bike?

What colour was the car, bus or bike?  
What kind of car or bike was it?



Which way did they go?



Did you see the registration number of the car or the route number of the bus?

# Tell us about it



**Bullying and Harassment Reporting Form**

Date of incident: \_\_\_\_\_

Date of report: \_\_\_\_\_

Please tell us your name if you have been bullied or hurt:

My name is: \_\_\_\_\_

Please tell us your address:

Number / House name: \_\_\_\_\_

Postcode: \_\_\_\_\_

City: \_\_\_\_\_

Postcode: \_\_\_\_\_

My telephone number is: \_\_\_\_\_

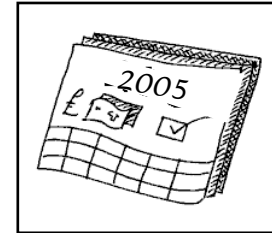
Day time: \_\_\_\_\_

Evening time: \_\_\_\_\_

To tell other people what has happened fill in the front page first.



You will need to write down the:

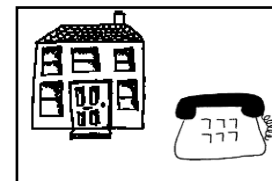


**Date of incident**  
This is the day it happened.

**Today's date**  
This is the day you fill in the form.



Try to fill in the form as soon as you can after something has happened as it will be easier for you to remember things.



You must fill in your **name, address and telephone number**

## Tell us about it



## How to give a description



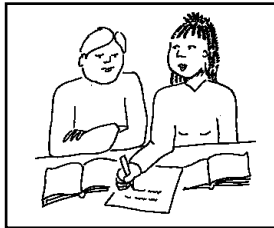
Answer all the questions you can on pages 2 - 10 by ticking the right boxes to say what has happened to you.



**Part 1** What happened to you?

**Part 2** Who did this to you?

**Part 3** Where did it happen?

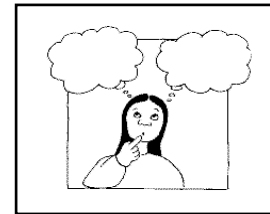


**Part 4** When did it happen?

**Part 5** What have you done about the bullying?

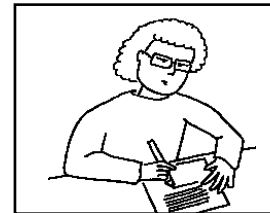


You may need to tick more than one box in each **Part**.



This will help you fill in the question on page 5.

**Is there anything else you can tell us about them?**



A description is when you tell people what someone or something looks like or how something happened.



**What did the person or people look like? For example:**

Were they tall or short?

Were they fat or thin?

How old were they?

How was their hair cut?



Was their hair long or short?

Did they have a beard or moustache?

