



## Blackrock Further Education Institute Code of Conduct Incident Report Form

<b>Staff Member:</b>  <b>Student Name/s:</b>  <b>Class/Classes:</b>	<b>Date:</b>  <b>Location:</b>
Incident	Brief Description
<input type="checkbox"/> Sale or consumption of alcohol/illegal substance on the college premises	
<input type="checkbox"/> Smoking and vaping in the college building/s	
<input type="checkbox"/> Verbal or written abuse or other forms of abuse including humiliation, intimidation and victimisation	
<input type="checkbox"/> Disruptive behaviour	
<input type="checkbox"/> Physical violence or threats of physical violence	
<input type="checkbox"/> Bullying of any nature including cyber bullying	
<input type="checkbox"/> Posting on social media material about other learners or staff that is threatening, harassing, illegal, offensive, defamatory, indecent, or inappropriate in nature	
<input type="checkbox"/> Accessing or displaying pornographic or offensive materials	
<input type="checkbox"/> Damaging or stealing another's personal possessions, college equipment or property	
<input type="checkbox"/> Interfering with college safety systems, network/ICT systems etc	
<input type="checkbox"/> Littering on the college premises	
<input type="checkbox"/> Failing to follow the instruction of a staff member during an evacuation	
<input type="checkbox"/> Failing to vacate or failing to go to any area when reasonably requested to do by a staff member	
<input type="checkbox"/> Engaging in behaviour which could be perceived as dangerous	
<input type="checkbox"/> Other	

**MINOR INCIDENTS WILL BE RECORDED AND ADDRESSED BY THE STAFF MEMBER**

**COMPLETED FORM TO BE GIVEN TO DEPARTMENT HEAD AND RETAINED ON FILE**

**MAJOR INCIDENTS SHOULD BE REFERRED TO THE DEPUTY PRINCIPAL**