

DIOCESE of DES MOINES ANTI-BULLYING INVESTIGATOR INTERVIEW NOTES

Name of person investigating _____

Name of person being interviewed _____

Role of person being interviewed:

Student allegedly bullied Student who allegedly bullied Witness/bystander

Parent notified

Yes Date _____ Time _____ Person making contact _____
 No

The following items were addressed:

Confidentiality Review of school policy Review of non-retaliation
 Consequences for false information Investigation procedures Safety plan

Specifics – What exactly happened, when, to whom, how?

History of relationship

Impact of incident

Safety plan if appropriate

Additional comments

Incident date: _____ **Reported date** _____

Names of additional witnesses/bystanders _____

Investigator's Signature

Date

Interviewee's Signature

Date