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