

Behavioural Incident Report Form

Person Reporting Incident Details

First Name:	Last Name:	Student/Staff ID:
Phone Number:	Email Address:	

Staff Member, Student being Reported (if person unknown - note down description)

First Name:	Last Name:
College /Dept/ Course:	

Behaviour or Incident(s) Details

Description of Behaviour or Incident(s) – including date, location and names of other individuals directly involved:	
Witnesses or other people aware of the behaviour or incident(s):	
Summary of any relevant conversations and/or action you have taken:	
How would you rate this person's behaviour in terms of risk to the others? (Your Judgment)	<input type="checkbox"/> Low Risk <input type="checkbox"/> Moderate Risk <input type="checkbox"/> High Risk <input type="checkbox"/> Unsure

Confidential

College Dean / College Manager

First Name:	Last Name:	Signature
Recommended Action(s): e.g. internal investigation		

People & Capability (Staff) or CMU (Student)

First Name:	Last Name:	Signature
Phone Number:	Immediate Action(s):	
Recommended Action/Strategy(s):		
A COPY OF THIS FORM MUST BE FORWARDED TO CDU SEW TEAM		

NOTE:

This form can be used to report any of the following behaviours that are inappropriate, concerning or threatening, including:

- angry, aggressive communications (verbal or written)
- unwanted attention
- written material (assignments, exams, emails or letters) that suggest a student may be unstable or have mental health issues
- a statement about self-harm or suicide
- sexual harassment (unwelcome sexual conduct of any kind)
- a notable change in a student's behaviour that is cause for concern
- stalking (repeated attempts to impose unwanted communication or contact)
- an uttered threat to harm another or damage property
- pornography use that contravenes the University IT Policy and/or affects others
- bullying (repeated, unreasonable conduct in the workplace)
- any act of physical violence, property damage, or production of a weapon *
- violent critical incident on campus*

* Police and CDU Security need to be contacted immediately