

COMPLAINANT INTERVIEW FORM

Date:		Victim's Name:	
Reported By:		Interviewers Name/Position	

Tell me what happened.

Was anyone else involved in the situation?

Is this the first time you've had a problem with this boy/girl?

If yes...Tell me about it.

(Establish trust/rapport with the victim) I understand why you are so upset. I will be here to help you.

Did you ever report the prior incidences? (If so...to whom)

Why do you think this happened now?

COMPLAINANT INTERVIEW FORM

What do you WISH would happen now?

Who else witnessed this event?

Who helped stop the situation?

Were there any adults in the area when this happened?

What do you think (accused's name) will say about what happened?

Is there anything else you want to tell me?

I'm proud of you for reporting this incident. I am going to conduct an investigation and let your parents know what happened. When I have all the information, I will call you back to the office to make sure you know it has been taken care of. Feel free to come back and talk about this anytime.

Do you feel comfortable going back to class now? (If answer is no, ask, "why not?")

SCHOOL PROVIDES SUPPORT IF STUDENT DOES NOT FEEL SAFE.