|  |
| --- |
| **PART 2. SAMPLE PROTOCOL FOR DASA INCIDENT INVESTIGATION** |
| **To be completed by the DAC or person designated by the Principal to do the investigation.****A thorough investigation must be done. Attach more copies of this section for each interviewee.** |

**Interviewee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I am going to ask you some questions about a reported (identify the kind of) incident.*

*Please answer the questions the best you can. We will keep your answers anonymous as much as possible.*

|  |
| --- |
| 1. Briefly, please describe what happened:
 |
| 1. Who was involved?
	1. Who was the offender?
	2. Who was targeted?
	3. Were there bystanders/witnesses? If yes, who were they?
 |
| 1. What did you see?
 |
| 1. What did you hear?
 |
| 1. What did you feel (physically)?
 |
| 1. When did this start? How long has this been going on?
 |

|  |
| --- |
| 1. Who was hurt?
	1. How was that person hurt? (Physically? Feelings? Something broken or damaged?)
	2. How do you feel now?
 |
| 1. Was anyone else hurt in any way?
 |
| 1. Was anything damaged or broken? Missing?
 |
| 1. Did you or anyone else miss school, classes or school work?
 |
| 1. Please describe how this has affected you while you are at school.
 |
| 1. Has this happened before?
 |
| 1. Do you have anything you can show or give to me about this incident? Any evidence?
	1. Examples: Notes, bruises, URL’s , pictures, screen shots, etc.
 |
| 1. Why do you think this happened?
 |
| 1. Who else should I talk to about this incident?
 |
| 1. Is there anything else you can/want to say about this incident?
 |

***Thank you very much.***