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| **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.**  ***Please note:*** *It is important to be sensitive to the response from our students to these questions.*  *The intent is to gather relevant information without upsetting or retraumatizing our students.*  *These questions are only a guide, please use your judgment and sensitivity when deciding which questions to ask.* |

**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.*

*I’m here to help, so please let me know if you are uncomfortable answering any of the questions.*

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| 1. Could you 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. Please tell me how long this has been happening, or if it has happened before? |

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| 1. Was anyone was hurt or scared? How are you now? |
| 1. Was anything damaged or broken? Missing? |
| 1. Did you or anyone else miss school, classes, or schoolwork because of this incident? |
| 1. Please tell me how this has affected you while you are at school? |
| 1. Do you have anything you can show or give to me about this incident?   Examples: Notes, bruises, URL’s, pictures, screen shots, any other evidence, etc. |
| 1. Are there other people who might be able to help me understand this incident? |
| 1. Is there anything else you can/want to share with me about this incident? |
| 1. Thank you for sharing this information.   Please come to me or to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert staff names)* if anything else happens or if you feel unsafe.  The next steps we will take at the school are (indicate if parents/persons in parental relation will be contacted): |

***Thank you very much.***