



Court Theatre Training Company

Incident Reporting Form

Date of Report:

Name of Reporting Individual:

Role (e.g., Student, Staff, Visitor):

Contact Details (Email/Phone):

Name of Student Involved (if known):

Date and Time of Incident:

Location of Incident:

Nature of Incident (tick as appropriate):

☐ General Misconduct

☐ Harassment

☐ Sexual Misconduct

☐ Other (specify below)

Detailed Description of the Incident:

Were there any immediate actions taken?

Is supporting evidence attached?

Desired outcome or action requested:

Signature of Reporting Individual:

Date:

Please submit this completed form to a designated senior staff member or email to: resolution@bnu.ac.uk.

If this report relates to harassment or sexual misconduct and requires urgent escalation,
please ensure it is submitted within 5 working days.