

PATTERN RECORD PACK

Build the history before the final incident becomes the only story.

One incident can look small. A repeated pattern is different. This pack helps you preserve dates, facts, prior reports, responses received, and what happened next - so that repeated behaviour does not disappear into memory.

01**INCIDENT PATTERN LOG**

Record each occurrence in factual, neutral language.

02**REPORTING & RESPONSE TRACKER**

Track who was informed, when, how, and what response followed.

03**REPEAT-BEHAVIOUR SUMMARY**

Show the pattern without rewriting every incident from memory.

04**ESCALATION PREP SHEET**

Prepare a clean summary for management, representation or another appropriate channel.

USE FACTS, NOT LABELS.

Write what was said or done, what you personally observed, what you did, who you informed, and what followed. Avoid guessing motives or adding details you cannot verify.

01 INCIDENT PATTERN LOG

Use one line per incident. Keep entries short, factual and chronological.

Learner / matter reference: _____

Class / context: _____

Pattern first noticed: _____

DATE	TIME	WHAT HAPPENED	WHAT I DID	WHO I INFORMED

Continue on a fresh copy if needed. Keep supporting emails, reports or messages separately and note where they are stored.

02 REPORTING & RESPONSE TRACKER

A report without follow-up can disappear. Track the response to the report as carefully as the incident.

Incident / pattern reference: _____

Date first reported: _____

Reported to: _____

Method used: ☐ Email ☐ Written form ☐ Meeting ☐ Message ☐ Other

WHAT I REPORTED

State the facts and concern raised. Do not rewrite the whole story.

RESPONSE I RECEIVED

Record the response accurately. If there was no response, write 'No response received as at [date]'.

WHAT HAPPENED AFTERWARDS

Did the behaviour stop, continue, worsen, move to another form, or recur?

Date of follow-up: _____

Follow-up sent to: _____

03 REPEAT-BEHAVIOUR SUMMARY

Turn scattered incidents into a clear professional pattern.

Matter / learner reference: _____

Period covered: _____

Total incidents recorded: _____

Number of reports / referrals made: _____

THE REPEATED BEHAVIOUR

Describe the recurring behaviour in neutral terms.

THE IMPACT ON TEACHING / SAFETY

State the observable impact: lesson disruption, repeated refusal, intimidation concerns, loss of instructional time, etc.

STEPS ALREADY TAKEN

List responses, reports, referrals, meetings, parent contact or other actions already attempted.

WHAT HAS NOT CHANGED

What continues despite those steps?

04 ESCALATION PREP SHEET

Prepare the record before you enter the next conversation.

THE ISSUE IN ONE SENTENCE

Example structure: 'I am raising a repeated pattern of ____ occurring between ____ and ____ despite prior reports.'

WHAT I CAN PROVE

List records, dates, written reports, messages, witnesses, meeting notes or other material you actually have.

WHAT I HAVE ALREADY DONE

Summarise prior intervention and reporting steps.

WHAT I AM REQUESTING NOW

Be specific: a response, meeting, safety measure, written outcome, formal intervention, review, or guidance.

PROTECT YOUR POSITION

Keep the language factual. Keep copies of what you send. Do not exaggerate, threaten, alter records, or claim certainty where you do not have it.