



I NEED HELP RESOLVING CONFLICT

This form is used by a St Benedict's Preparatory boy after he has attempted to resolve conflict through dialogue. The form is to be submitted to the boy's Register Class Teacher, Tutor, or Head of Grade. Alternatively, it can be handed in to the front office who will ensure that the appropriate member of staff receives it.

(1) Name and Date

Provide your name, the name of your Register Class Teacher and the date upon which you are completing this form.

Your Name	
Your Register Class Teacher	
Today's Date	

(2) Rate the Severity of the Problem

Rate the problem on a scale of 1 - 10, with 1 being a minor issue and 10 being extremely distressing. Circle the appropriate number.

Minor Issue	1	2	3	4	5	6	7	8	9	10	Extremely distressing
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(3) Who, when, where and what?

Please indicate the incident/issue which has caused the conflict.

Who was involved?	
When did it happen?	
Where did it happen?	
What happened?	

(4) Have you reported this conflict to another staff member? What did they do or recommend?

Name of staff member	
What did they do or recommend	

(5) Resolving the Conflict

What can the other person/people do to make the situation better?
What can you do to make the situation better?

(6) Prevention

What can the school do to prevent this situation from arising again?

(7) Recommendations from Head of Grade or Designated Member of Staff

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