[Town or city], [date]

Parent / legal guardian: [full name]

[correspondence address]

Telephone: [___]. Email: [___].

Headteacher / Principal of [full name of school]

[school address]

Concerning: [child's full name], class [___].

Report of peer violence and bullying

Request for immediate protective action and investigation

As the parent / legal guardian of [child's full name], I am reporting incidents indicating that my child has experienced peer violence or bullying by [details of the pupil or pupils, if known; alternatively, their class or other identifying information].

I request an immediate assessment of the risk, measures to keep my child safe, and intervention in accordance with the school's child protection standards and applicable procedures.

1 Description of the incidents

This report concerns the following behaviour:

[Describe specific acts, such as hitting, pushing, name-calling, humiliation, threats, demanding money through intimidation, damaging belongings, persistent exclusion, sharing humiliating material or online harassment.]

Date and approximate time	Location or communication channel	Description of the behaviour	People present or witnesses
[___]	[___]	[___]	[___]
[___]	[___]	[___]	[___]
[___]	[___]	[___]	[___]

This behaviour has occurred since [___], with the following frequency: [___].

The most recent incident took place on [___] and involved [___].

My information about the incidents comes from:

a) my child's account, given on [___];

b) my own observations: [___];

c) information provided by [___];

d) the documents or material identified later in this report.

[Retain only the actual sources of information and distinguish your own observations from accounts provided by others.]

If the report includes cyberbullying, it concerns [messaging app, group, website, account name or link to the material]. The connection between this behaviour and the school community is as follows: [___].

2 Impact on my child and current risks

The effects I have observed or that my child has reported include:

[For example, fear of going to school, avoiding particular places or people, sleep difficulties, reduced concentration, damaged belongings or injuries. Describe only circumstances that have actually occurred.]

Medical or psychological support was provided [when and what support / not applicable]. The available records include [___].

I am particularly concerned about the current risk of [for example, a threatened further attack, retaliation, encounters during breaks, in changing rooms, on the journey to school or in the class group chat].

My child is worried about [___]. Please take these concerns into account when arranging the school's response.

3 Earlier reports and responses

I have previously reported the incidents as follows:

Date	Person notified	How the report was made	Response received or action taken
[___]	[___]	[___]	[___]
[___]	[___]	[___]	[___]

The action taken so far [has not stopped the behaviour / has had the following result: ___].

[If this is the first report, state this and delete the table.]

4 Material and evidence to be preserved

I am providing or identifying the following material:

1. [Screenshots of messages showing dates and account identifiers.]
2. [Photographs of injuries or damaged belongings.]
3. [Correspondence relating to earlier reports.]
4. [Medical or psychological records, insofar as relevant to this report.]
5. [Details of people who may have information.]
6. [Other material.]

Please promptly preserve any available CCTV footage from [date, time range and location], if such footage exists, and any other material held by the school that may help establish what happened.

Please also document this report and the intervention in accordance with the school's procedures.

5 Requests for protection and intervention

I request that the school:

1. Immediately assess the risk and put specific protective measures in place, particularly in the locations and situations identified in this report.
2. Designate a member of staff to whom my child can safely and directly report further incidents, and tell my child and me how to obtain urgent help.
3. Investigate the incidents, taking account of my child's account, witnesses and the available material.
4. Arrange conversations in a way that protects my child from intimidation, pressure and unnecessary repeated retelling of the same incidents.
5. Address the risk of retaliation following this report, including further exclusion, threats, humiliation or the sharing of information online.
6. Provide the psychological and educational support available at the school and information about further sources of help.
7. Take appropriate action concerning the pupils identified in the report and work with their parents or guardians, in accordance with the findings and applicable procedures.

8. Agree a plan for further action, identify the person responsible for coordinating it, and set a date to review whether the intervention is effective.

9. Assess whether the matter should be reported to the police, the public prosecutor, the family court or another competent institution, and fulfil any duties required by law.

10. Limit the sharing of information about my child and this report to what is necessary for the intervention and compliance with legal obligations.

Before any joint meeting with the pupils concerned, please assess my child's safety and readiness to participate. Protection should not be made conditional on attending such a meeting or accepting an apology.

6 Information about the action taken

Please provide:

a) confirmation that this report has been received;

b) prompt information about the measures put in place to keep my child safe;

c) a written account of the action taken and planned, to the extent permitted by law, if possible within 7 days of receiving this letter;

d) the details of a contact person and a proposed date for a meeting with the parent or guardian.

If a full investigation requires more time, please provide an update on the intervention and the expected date of the next response.

My request for a response within this timeframe does not mean that urgent protective action may be postponed.

I am willing to work with the school to establish what happened and restore my child's sense of safety.

[Full name]

[Signature]

Attachments

1. [Name of material or document, date, number of pages or files.]
2. [___].
3. [___].

How to use this template

This template is for a parent or legal guardian reporting peer violence or bullying against a child to the headteacher of a school in Poland. Complete the fields, remove unused examples and sign the letter before submitting it. Detach this instruction page from the report.

Describe specific behaviour, dates, locations and known witnesses. Distinguish your own observations from your child’s account or information supplied by other people. Do not present unconfirmed circumstances as established facts.

Attach the material available to you and keep the originals. For messages, preserve dates, account identifiers and the context of the conversation. If the school may hold CCTV footage, identify the time and location as precisely as possible and request that the material be preserved promptly.

Keep a copy of the report and evidence of delivery, such as a receipt on a second copy or a delivery confirmation. Choose a submission method that allows you to establish both the date and the content of the report.

The 7-day period in the template is a request from the parent, not a universal statutory deadline for a response. Urgent protection of the child should not wait for the investigation to be completed. Information about other pupils may be limited by rules protecting their rights and personal data.

The intervention is based on the school’s duties concerning pupil safety and its child protection standards. Adapt this template to the type of incident and the school’s procedures. This is an English translation of the Polish template; the cited legal framework remains Polish.

Sources

Polish Education Law of 14 December 2016, consolidated text: Journal of Laws 2026, item 820:

https://api.sejm.gov.pl/eli/acts/DU/2026/820/text.pdf

Polish Ministry of Justice, child protection standards — guidance:

https://www.gov.pl/web/sprawiedliwosc/standardy-ochrony-maloletnich---wytyczne

Polish template prepared: 18 October 2026. English translation prepared: 19 October 2026.