Incident note

Write it the same day, while you remember. Keep it private. Email it to yourself so it carries a date. This note is yours: you choose if and when to share it.

Date and time When it happened. When you're writing this.	
Where Production, location or stage, unit base, online.	
Who Names and roles of the people involved.	
What happened In order. Write the words used as closely as you can, in quotation marks.	
Who saw or heard it Names and roles. Did anyone say anything?	
Evidence Messages, emails, call sheets, photos. Where are copies saved?	
How it affected you and your work e.g. couldn't sleep, left early, moved off the unit, missed a booking.	
Has it happened before? Dates of earlier notes.	
Who you told, and when HoD, producer, production's named contact, union, a friend.	
What you'd like to happen Optional. e.g. for it to stop, an apology, not to work with them again, a formal complaint.	

Where to get help

- Film and TV Charity Support Line, 24 hours, free: 0800 054 0000. Ask for the Bullying Advice Service.
- Bectu, if you're a member: your branch or the union's legal help.
- CIISA (Creative Industries Independent Standards Authority): a confidential way to report bullying, harassment and discrimination.
- Acas helpline for advice on your rights at work.
- If you've been hurt or threatened, or a crime has been committed: police, 999 in an emergency or 101.