

# How to use diary sheets



When you experience a hate incident, it can be difficult to remember the details of what happened over a number of weeks, months or years.

You should aim to fill out a diary sheet as soon as you're able to after the incident.

Having a written record of the incident allows those details that might get lost, such as the offender's hair colour, what they were wearing, the exact time of the incident, to be passed on to authorities and local support organisations so they are best informed in how to help you out.

While we hope the situation is over swiftly, you may have to rehash details as part of an ongoing investigation into the crime later down the line.

You can keep a diary sheet in whichever way is easiest for you, but on the next page we have produced a diary sheet template which should help you get all of the important details down.

What information should you include?

- ▼ Write down what happened, in as much detail as you can remember.
- ▼ What was said - Write the exact words used in verbal abuse.
- ▼ Who was involved - If you do not know names, describe their appearance and what they were wearing.
- ▼ Where/when did the incident take place - Be as specific as possible about road names, Metrolink stops, bus numbers, etc.
- ▼ If there any witnesses - Details of people who saw what happened.
- ▼ What was the impact on you - How it affected you physically or emotionally.
- ▼ Reporting details - If you have already reported it, include the reference number for the incident you reported to the police or date you reported it.

**Hate incident diary sheet**

Your name:

Today's date

Sheet number:	Time/date of incident:	Reference number (if applicable):
What happened (Include the location, details about the offence, exact words/actions and details of any a witnesses):		Effect on you (Physical and/or emotional):