



NEILSTON PRIMARY SCHOOL

RECORDING BULLYING INCIDENTS

Procedures

- A 'first offence' of eg name-calling or abusive language should be challenged, the nature of the unacceptable behaviour explained and the school policy on such matters outlined. The pupil should then be told that any further occurrences will be logged against them
- Any incident, which involves actual or threatened physical abuse, must always be taken **VERY** seriously and should be recorded accordingly
- Complete proforma for all incidents of bullying behaviour which merit recording. Once completed the form should be returned to the Head Teacher
- In order that consistency with this strategy be maintained, it is important that the relevant staff responsible for the pupil are informed of the incident, so that appropriate action is taken if the behaviour is repeated.

Notes for Members of the Senior Management Team

- It is the responsibility of the SMT to follow up on incidents where appropriate and ensure incidents have been successfully and appropriately dealt with and are not continuing
- All reported cases of name calling should be fully investigated and the pupils spoken to, pointing out the unacceptable nature of this sort of behaviour and informing pupils that any repeat of such name-calling will be treated very seriously and recorded. The person to whom such name-calling is directed should be assured that the staff take such behaviour very seriously and will not tolerate such behaviour in the school without its being challenged
- All completed proformas must be kept in the HT Behaviour Management Folder



PROFORMA FOR THE RECORDING OF BULLYING INCIDENTS

(This form to be completed when investigating a serious incident/allegation of bullying)

Section 1

Name of School:	Neilston Primary
Senior Member of Staff:	

Section 2

Date incident occurred:		Date reported:	
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Section 3

Details of those displaying bullying behaviour					
Pupil Name	Class	Gender	Ethnicity	Disability (Y/N)	ASN (Y/N)
Total number of pupils displaying bullying behaviour:					

Section 4

Details of those experiencing bullying behaviour					
Pupil Name	Class	Gender	Ethnicity	Disability (Y/N)	ASN (Y/N)
Total number of pupils experiencing bullying behaviour:					

Section 5

Type/nature of the incident		✓
Written	e.g graffiti, notes, letters, writing on jotters, written threats, ridicule through drawings, etc	
Physical	e.g pushing, shoving, fighting, tripping-up, etc	
Verbal	e.g name-calling, slagging, threatening, sarcasm, discriminatory comments, etc	
Property Damage	e.g theft of bags, clothes, money, tearing clothes, ripping books, etc	
Incitement	e.g encouraging others to bully, behave in a racist, sexist or discriminatory manner, wear discriminatory insignia such as racist badges, distribute racist or other discriminatory literature, etc	
Isolation	e.g 'send to Coventry', shunned, rejected, left out of activities/groups etc	
Online Bullying	e.g malicious use of text messages, emails, internet chat rooms, use of picture/video clips on a mobile phone etc	
Other	Please specify:	

Section 6

Please indicate if there is any suspicion that the incident may have been influenced by any of the following (you may tick more than one box)			✓
Race		Class/Socio-Economic Status	
Gender		Disability	
Sexual Orientation		Age	

Section 7

When did the incident occur?	✓		✓
Before school		Morning interval	
After school		Lunch break	
During class		Toilets	
School corridor		Other	

Section 8

Where did the incident occur?	✓		✓
In school building		On school bus	
In school grounds		In the community	
Outwith school premises		Other	

Section 9

Please indicate what is alleged to have happened	
Please supply the names of any witnesses to the incident	

Section 10

Is there any background to the incident?

Section 11

Is there any reason for considering this to be bullying behaviour? (Y/N - please give reasons)

Section 12

Please indicate what action taken for those displaying bullying behaviour (Sanctions and Support)

Section 13

Please indicate what action taken for those experiencing bullying behaviour (e.g. support from staff, peer support, buddying, external agency involvement etc)

Section 14

Please indicate if any restorative/preventative work was carried out			
Whole school		Individual	
Whole class		Other	
Group work			

Section 15

Please indicate the investigative procedures carried out	✓
Investigated incident	
Interviewed pupils involved	
Interviewed parents of those experiencing bullying behaviour	
Interviewed parents of those displaying bullying behaviour	
Other	

Section 16

Today's date:	
Signature of staff member who initially dealt with/reported the incident:	
Signature of SMT:	

Please indicate date and outcome of any further meetings relating to the incident	