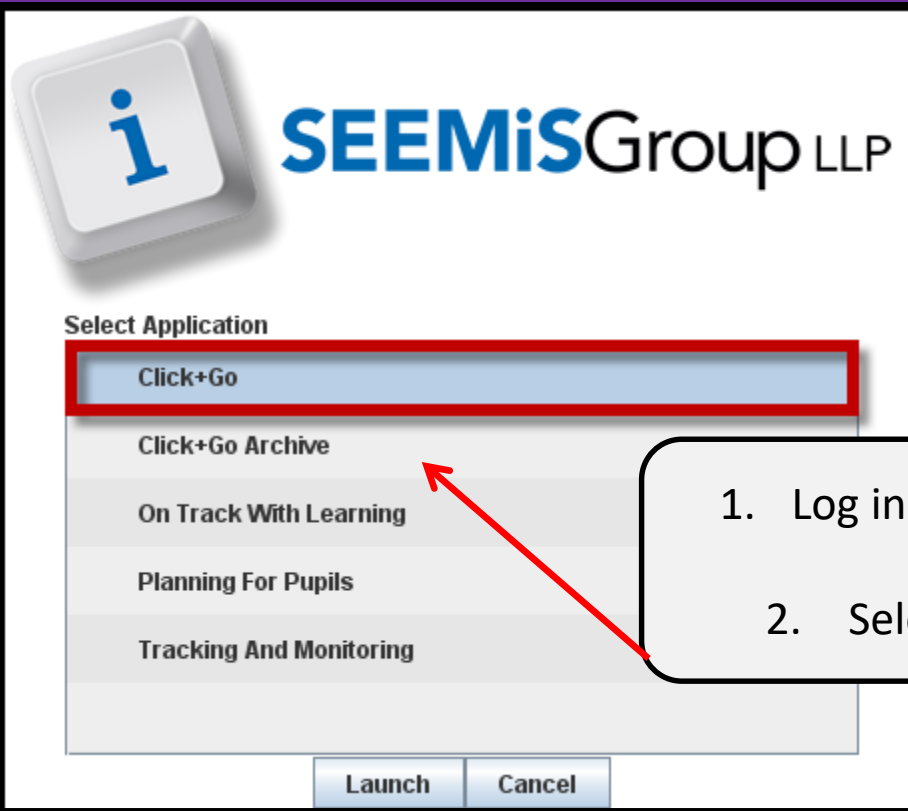



# SEEMiS Click + Go

How to Record Bullying Incidents

[Click to Begin](#)



1. Log in to Click + Go as normal
2. Select Click + Go



**SEEMiS**Group LLP

Select Application

- Click+Go
- Click+Go Archive
- On Track With Learning
- Planning For Pupils
- Tracking And Monitoring

Launch Cancel

Please click Launch



Launch

Cancel

Application My Profile My Menu Help

Training se  
Wednesday 3  
Last succes  
Last unsuc  
Unsuccess  
Current ses  
31/Jan/18  
31/Jan/18  
31/Jan/18  
31/Jan/18  
14:01  
14:13

- Admissions & Leavers ▶
- Attendance ▶
- Behaviour ▶
- Records ▶
- Progress ▶
- Tracking ▶
- Management ▶
  - Calendar ▶
  - Establishment Contact ▶
  - Accommodation ▶
  - Timetable ▶
  - Bullying & Equalities ▶ **Maintain Incident**
    - Pupil Incident Reports
    - Staff Incident Reports
    - Incident Reports
  - Please Take ▶
  - Register Groups ▶
  - Racist Incidents ▶
  - Houses ▶
  - Allocate Guidance Teacher ▶
  - Mini-STACs ▶
  - Scholar ▶
  - Curriculum Stages ▶
  - School Details ▶
  - Work Experience ▶
  - Survey ▶
  - School Emergency Contacts ▶
  - School Emergency Contacts Export ▶
  - Transport ▶
  - Music Tuition ▶
- Reports ▶
- This Session ▶
- Next Session ▶
- SQA ▶
- Data Utilities ▶
- ScotXed ▶
- Text Messaging ▶
- Pilot ▶
- Swine Flu ▶

Wednesday 31 January 2018 09:11  
Thursday 16 June 2011 15:17

### Select

- My Profile
- Management
- Bullying & Equalities
- Maintain Incident

ssible attendances.  
vice days for 2017/18, including the  
tics will be wrong.  
dents in your school that have been  
ied Out Records Updates.  
ed essential maintenance on your  
here will be a possibility of short term  
disruption to some application functions for all users between 16:15 and 18:15. Users will  
not be logged off and access to applications will continue during these periods.

**The Bullying & Equalities module is split into 5 areas:**

- 1. Basic Information**
- 2. Alleged Incident**
- 3. Nature of Incident**
- 4. Monitor & Review**
- 5. Action Progressed**

**Next** 

**Basic Info**

Reported To  ... Incident Owner  ...

Addressed By  ... Incident Location

Incident Date 31/01/2018 Incident Time

Reported By

**Alleged Incident**

**Person(s) Experiencing**

Forename	Surname	Age	Stage

Forename	Surname

Other Person(s) Experiencing:

**Person(s) Displaying**

Forename	Surname	Age	Stage

Title	Forename	Surname

Other Person(s) Displaying:

All fields in **RED** are compulsory

**Next**

**Basic Info**

Reported To: Mr Alistair George Archibald ... Incident Owner: Mrs Helen Mary Madsen ...

Addressed By: Mr Euan Carter ... Incident Location: In Class

Incident Date: 31/01/2018 Incident Time: 14:15

Mrs Smith

---

**Person(s) Experiencing**

	Surname	Age	Stage
th	Abercrombie	16	S5

Add Pupil Remove Pupil

---

**Person(s) Displaying**

	Forename	Surname	Age	Stag
...	Jess Stephanie	Adams	14	S2
...	Greg David	Anderson	15	S4
...	Mhairi	Andrews	13	S2
...	Nicole	Armstrong	13	S3

Add Pupil Remove Pupil

---

**Staff**

Title	Forename	Surname

Add Staff Remove Staff

Once compulsory fields are complete, boxes will no longer be red.

**Next** →

**Basic Info**

Reported To: Mr Alistair George Archibald ... Incident Owner: Mrs Helen Mary Madsen ...

Addressed By: Mr Euan Carter ... Incident Location: In Class

Incident Date: 31/01/2018 Incident Time: 14:15

Reported By: Mrs Smith

**Alleged Incident**

**Person(s) Experiencing**

Forename	Surname	Age	Stage
Chloe Elizabeth	Abercrombie	16	S5

**Add Pupil** **Remove Pupil**

Title	Forename	Surname
-------	----------	---------

**Add Staff** **Remove Staff**

**Person(s) Displaying**

Forename	Surname	Age	Stage
Jess Stephanie	Adams	14	S2
Greg David	Anderson	15	S4
Mhairi	Andrews	13	S2
Nicole	Armstrong	13	S3

**Add Pupil** **Remove Pupil**

Title	Forename	Surname
-------	----------	---------

**Add Staff** **Remove Staff**

You can add the pupil experiencing bullying behaviour



**Basic Info**

Reported To: Mr Alistair George Archibald ... Incident Owner: Mrs Helen Mary Madsen ...

Addressed By: Mr Euan Carter ... Incident Location: In Class

Incident Date: 31/01/2018 Incident Time: 14:15

Reported By: Mrs Smith

You can add the pupil displaying bullying behaviour

**Alleged Incident**

**Person(s) Experiencing**

Forename	Surname	Age	Stage
...	Chloe Elizabeth	Abercrombie	16 S5

Add Pupil Remove Pupil

Title	Forename	Surname
-------	----------	---------

Add Staff Remove Staff

**Person(s) Displaying**

Forename	Surname	Age	Stage
...	Jess Stephanie	Adams	14 S2
...	Greg David	Anderson	15 S4
...	Mhairi	Andrews	13 S2
...	Nicole	Armstrong	13 S3

Add Pupil Remove Pupil

Title	Forename	Surname
-------	----------	---------

Add Staff Remove Staff

**Nature of Incident**

Select:

Emotional  
Physical

**Characteristics**

Select:

Body Image

Incident Detail:  
Pupils making fun of Chloe outside classroom when waiting to enter.

---

**Monitor/Review**

Reviewer:  ... Due:  Complete:

Person(s) Experiencing	Person(s) Displaying
Do they feel their concerns were listened to? <input type="text" value="-"/>	Do they feel their concerns were listened to? <input type="text" value="Yes"/>
Do they feel satisfied with the outcome? <input type="text" value="No"/>	Do they feel satisfied with the outcome? <input type="text" value="Yes"/>
Parent/Carer are satisfied with the outcome? <input type="text" value="No"/>	Parent/Carer are satisfied with the outcome? <input type="text" value="Yes"/>

---

**Action Progressed**

Action Procedures:

Incident Conclusion:

You can record the **Nature of the Incident** using the drop down menu and **adding** the relevant options.

**Nature of Incident**

Select:

Emotional  
Physical

**Characteristics**

Select:

Body Image

**Incident Detail:**

Pupils making fun of Chloe outside classroom when waiting to enter.

**Monitor/Review**

Reviewer:   Due:

**Person(s) Experiencing**

Do they feel their concerns were listened to?	<input type="text" value="-"/>	Do they feel their concerns were listened to?	<input type="text" value="-"/>
Do they feel satisfied with the outcome?	<input type="text" value="- No"/>	Do they feel satisfied with the outcome?	<input type="text" value="-"/>
Parent/Carer are satisfied with the outcome?	<input type="text" value="- No"/>	Parent/Carer are satisfied with the outcome?	<input type="text" value="-"/>

**Action Progressed**

Action Procedures:

Incident Conclusion:

You can also repeat this process to highlight the **characteristics** of the incident

**Nature of Incident**

Select:

- Emotional
- Physical

**Characteristics**

Select:

- Body Image

**Incident Detail:**

Pupils making fun of Chloe outside classroom when waiting to enter.

**Monitor/Review**

Reviewer:

**Person(s) Experiencing**

Do they feel their concerns were listened to?

Do they feel satisfied with the outcome?

Parent/Carer are satisfied with the outcome?

**Action Progressed**

Action Procedures:

Incident Conclusion:

The incident detail text box allows you to enter additional information that you may wish to include

**Nature of Incident**

Select:

- Emotional
- Physical

**Characteristics**

Select:

- Body Image

Incident Detail:  
Pupils making fun of Chloe outside classroom when waiting to enter.

---

**Monitor/Review**

Reviewer:

Due:

Complete:

**Person(s) Experiencing**

Do they feel their concerns were listened to?

Do they feel satisfied with the outcome?

Parent/Carer are satisfied with the outcome?

**Person(s) Displaying**


Do they feel their concerns were listened to?

Do they feel satisfied with the outcome?

Parent/Carer are satisfied with the outcome?

...pils were asked to attend a meeting. This matter has now been

Assign a reviewer, a due date and once the review has been completed, a completed date

**Next** 

**Nature of Incident**

Select:

- Emotional
- Physical

**Characteristics**

Select:

- Body Image

**Incident Detail:**

Pupils making fun of Chloe outside classroom when waiting to enter.

---

**Monitor/Review**

Reviewer:


Due:

Complete:

Person(s) Experiencing	Person(s) Displaying
Do they feel their concerns were listened to? <input type="text" value="-"/>	Do they feel their concerns were listened to? <input type="text" value="- Yes"/>
Do they feel satisfied with the outcome? <input type="text" value="- No"/>	Do they feel satisfied with the outcome? <input type="text" value="- Yes"/>
Parent/Carer are satisfied with the outcome? <input type="text" value="- No"/>	Parent/Carer are satisfied with the outcome? <input type="text" value="- Yes"/>

...s of all pupils were asked to attend a meeting. This matter has now been

Complete the following questions for both the person experiencing and the person displaying bullying behaviour

**Next** 

**Nature of Incident**

Select:  Add

- Emotional
- Physical

Remove

**Characteristics**

Select:  Add

- Body Image

Remove

**Incident Detail:**

Pupils making fun of Chloe outside classroom when waiting to enter.

---

Due: 31/01/2018 Complete: 31/01/2018

**Person(s) Displaying**

Do they feel their concerns were listened to?	- Yes
Do they feel satisfied with the outcome?	- Yes
Parent/Carer are satisfied with the outcome?	- Yes

**Action Progressed**

Action Procedures

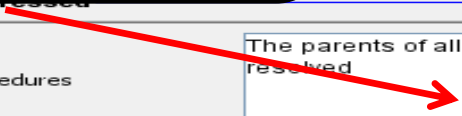
Incident Conclusion:

The parents of all pupils were asked to attend a meeting. This matter has now been resolved.

New Incident Save Cancel

Complete the **Action Procedure** box and outline the next steps

**Next** →



**Nature of Incident**

Select:  Add

- Emotional
- Physical

Remove

**Characteristics**

Select:  Add

- Body Image

Remove

**Incident Detail:**

Pupils making fun of Chloe outside classroom when waiting to enter.

Due: 31/01/2018 Complete: 31/01/2018

**Experiencing**

Have concerns been listened to?  Do they feel their concerns were listened to?

Was the outcome?  Do they feel satisfied with the outcome?

Are you satisfied with the outcome?  Parent/Carer are satisfied with the outcome?

**Action Progressed**

Action Procedures

Incident Conclusion:

New Incident Save Cancel

Select the **Incident Conclusion** from the drop down menu

**Next** →



**Nature of Incident**

Select:

- Emotional
- Physical

**Characteristics**

Select:

- Body Image

**Incident Detail:**

Pupils making fun of Chloe outside classroom when waiting to enter.

**Monitor/Review**

Reviewer:   Due:   Complete:

Person(s) Experiencing	Person(s) Displaying
Do they feel their concerns were listened to? <input type="text" value="-"/>	Do they feel their concerns were listened to? <input type="text" value="- Yes"/>
Do they feel satisfied with the outcome? <input type="text" value="- No"/>	Do they feel satisfied with the outcome? <input type="text" value="- Yes"/>
Parent/Carer are satisfied with the outcome? <input type="text" value="- No"/>	Parent/Carer are satisfied with the outcome? <input type="text" value="- Yes"/>

... parents of all pupils were asked to attend a meeting. This matter has now been resolved

Incident Conclusion:

Finally, Click save



# Thank You

For additional support materials - SEEMiS Help Pages:

[SEEMiS Help Pages](#)

For more Information, please contact:

Education Support Team – 60511 – 01387 722166