

How to Record Bullying Incidents

Click to Begin







Application	My Profile	My Menu	u Help			
	Admi	issions & l	Leavers 🕨			
Training se	Atten	idance	•			
Wednesday 3	Behav	viour	+			
,	Reco	rds	+			
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31/Jan/18	Next	Session	1	Bullying & Equalities	Maintain Incident	quanties
	SQA			Please Take	Pupil Incident Reports This allows a user to add • Maintain Inc	rident
	Data	Utilities		Register Groups	Staff Incluzione incident.	
31/Jan/18	ScotX	(ed	1	Racist Incidents	Incident Reports	
31/Jan/18	Text	Messaging	9	Houses	•	
	Pilot		1	Allocate Guidance Teacher	ssible attendances.	
	Swine	e Flu		Mini-STACs	vice days for 2017/18, including the	
			summer	Scholar		
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23/Jan/18	14	:13	Shared	School Emergency Contacts		
			All Ant	School Emergency Contacts Export	ed essential maintenance on your	
			Click+G	Transport	here will be a possibility of short term	
			disruption	Music Tuition	asers between 16:15 and 18:15. Users will	
			not be log	ged off and access to applications will	1 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 Addressed By Incident Date	31/01/2018		Incident (Incident) Incident	Dwner Location Time	<pre>No Tin</pre>	ne> 💽	-	
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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
Once compulsory fields are		
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Incident Date	31/01/2018 🕅		Incident Time	• 14:15 🔯			
Reported By	Mrs Smith		?				
Alleged Incident							
	Person(s) Experienci	g	Pe	erson(s) Displaying			_
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Basic Info ———							
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Addressed By	Mr Eu	ian Carter		Incident Location	In Class	-	
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Select Physical Emotional Physical Characteristics Select Body Image Body Image	Add Incident Detail: Pupils making fun of Chloe outside classroom when waiting to enter. You can record the Nature of the Incident using the drop down menu and adding the relevant options.
Monitor/Review Reviewer Mrs He Pers Do they feel their con Do they feel satisfied Parent/Carer are sati	Ien Mary Madsen Due = 31/01/2018 Complete = 31/01/2018 Image: Complete = 31/01/2018 on(s) Experiencing Person(s) Displaying cerns were listened to? Image: Complete = 0 = 0 = 0 Image: Complete = 0 = 0 with the outcome? Image: Complete = 0 = 0 Image: Complete = 0 Image: Complete = 0 sfied with the outcome? Image: Complete = 0 Image: Complete = 0 Image: Complete = 0 Image: Complete = 0 sfied with the outcome? Image: Complete = 0 sfied with the outcome? Image: Complete = 0 Image: Complete = 0
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Incident Conclusion	Resolved New Incident Save Cancel
	Dumfries & Galloway

Nature of Incident	
Select Physical Emotional Physical	Add Incident Detail: Pupils making fun of Chloe outside classroom when waiting to enter.
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Monitor/Review	You can also repeat this process to highlight the
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Thank You

For additional support materials - SEEMiS Help Pages:

SEEMis Help Pages

For more Information, please contact: Education Support Team – 60511 – 01387 722166

