

BULLYING AND EQUALITIES

Maintain Incident

The Bullying and Equalities menu enables schools to enter and maintain details of any alleged incident of discrimination reported to them. The school can enter details of the alleged incident, the nature of the incident and motivations. It also enables them to monitor, review and record any actions progressed. The form can be completed at relevant stages throughout this process, however all mandatory fields must be completed before saving.

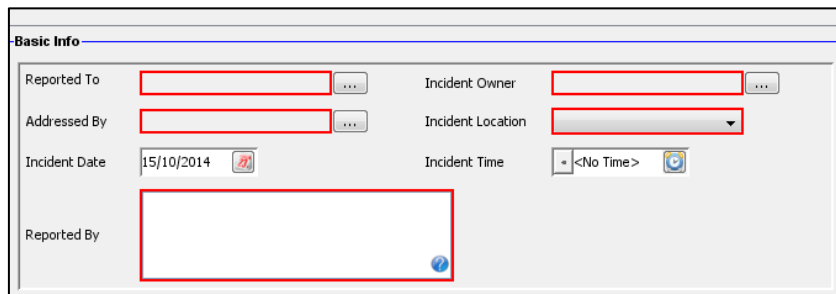
Adding a New Incident

- Application
- Management
- Bullying and Equalities
- Maintain Incident


Basic Info

1. Click the ellipsis button to the right of **Reported To**, filter to select appropriate member of staff
2. Click **OK**
3. Click the ellipsis button to the right of **Incident Owner**, filter to select appropriate member of staff
4. Click **OK**
5. To change this information, repeat the above steps

NOTE: Only those members of staff who have been given access to **Confidential Notes** in the **Responsibility Tab** under **Edit Data Settings** will be displayed



6. Update **Addressed By** in the same way
7. Select the **Incident Location** from the dropdown list
8. Select **Incident Date** and **Incident Time**
9. The field **Reported By** is a free text field. Details of who reported the incident can be entered here.

NOTE:  Click this symbol in each text field to display help on the information required for that field.

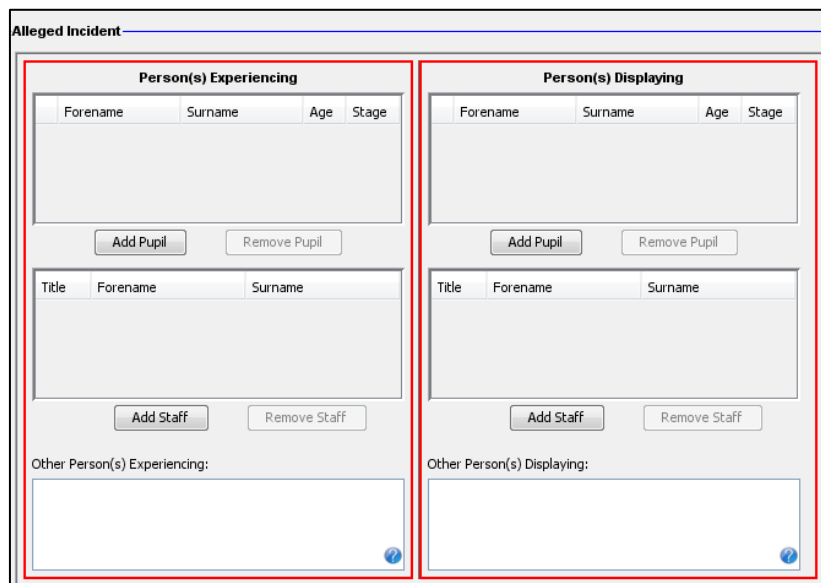
Hover the mouse pointer over this symbol to display the characters available and characters space left this field.

The green bar at the bottom of this field will increase in length as you enter text. Once this bar reaches the right hand side of the box the maximum number of characters has been reached.

Alleged Incident

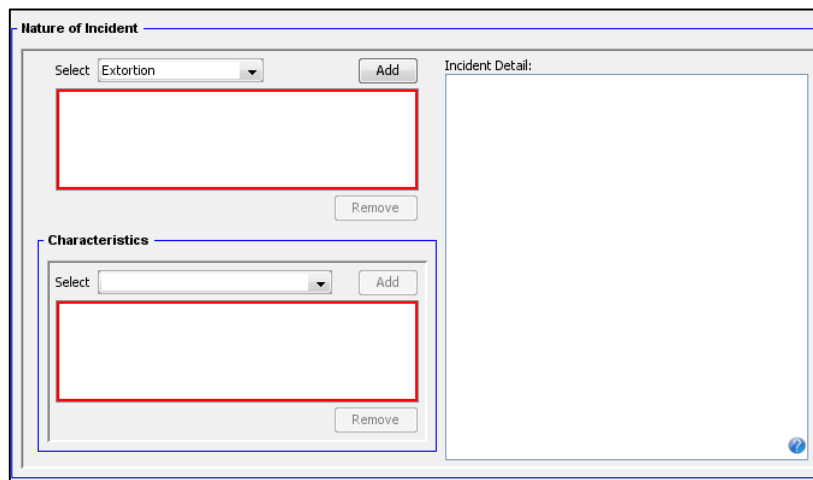
All mandatory fields must be completed for Alleged Incident.

1. Click **Add Pupil** in the **Person(s) Experiencing** field
2. Filter to select the appropriate pupil, click **OK**
3. If required repeat the above steps for any staff members to be added to the **Person(s) Experiencing** area
4. Pupil and staff can be added to the **Person(s) Displaying** field in the same way
5. Pupil or staff names added to the above fields can be removed by selecting name to be removed and clicking **Remove Pupil** or **Remove Staff** button
6. Other people involved in the incident can be added by entering their details in the appropriate free text fields



Nature of Incident

1. Select the relevant 'Nature of Incident' option from the drop down list, Click **Add**
NOTE: When in the dropdown hovering over an item can provide relevant examples
2. If you select **Other** from the pick list of options provided, the details must be entered in the appropriate text field on the right of the screen
3. To remove an item added in error, select the item then click **Remove**
4. The **Characteristics** field can be completed in the same way
5. Enter the relevant details of the incident in the **Incident Detail** text field
6. Click **SAVE**



Monitor/Review

The Monitor/Review field can be completed at the appropriate stage.

1. Filter and select the incident to be monitored or reviewed
2. The pick list of staff in the **Reviewer** field will only show those staff who have access to Confidential Notes
3. Enter the **Due** date when appropriate
4. Enter **Complete** date when appropriate
5. The fields are then split into two areas, **Person(s) Experiencing** and **Person(s) Displaying**
6. Select the appropriate option from the pick list provided for each field
7. Click **SAVE**

Monitor/Review

Reviewer: ... Due: <No Date> Complete: <No Date>

Person(s) Experiencing	Person(s) Displaying
Do they feel their concerns were listened to? <input type="text"/>	Do they feel their concerns were listened to? <input type="text"/>
Do they feel satisfied with the outcome? <input type="text"/>	Do they feel satisfied with the outcome? <input type="text"/>
Parent/Carer are satisfied with the outcome? <input type="text"/>	Parent/Carer are satisfied with the outcome? <input type="text"/>

Action Progressed

Details of the investigative process carried out, as well as the conclusion, can be entered for the incident.

1. Enter the relevant details of the action progressed in the **Investigative Procedures** text box
2. Select the appropriate option from the **Investigation Conclusion** drop down list

Action Progressed

Actions taken after investigation and discussion with parents

Action Procedures:

Incident Conclusion: Resolved

Persons Experiencing			Persons Displaying		
Forename	Surname	Action	Forename	Surname	Action
Emma Jane	Boyd	None	Graeme	Coyle	None
			Kieran Travis	Gallagher	None
			Scott	Keenan	None

3. Click the **NONE** button next to the pupil name in the **Person(s) Experiencing** and **Person(s) Displaying** fields
4. A **Person Experiencing Actions** or **Person Displaying Actions** box will now appear

Person Experiencing Actions

Emma Jane Boyd

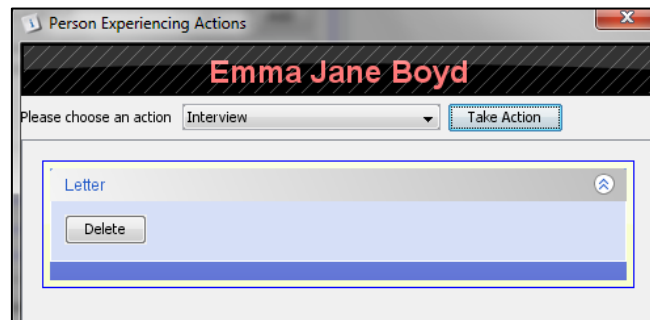
Please choose an action: Letter

- Letter
- Involve other agency
- Interview
- Counselling
- Agency Involvement
- Other Information
- Parental Involvement
- Peer Support

5. Select the appropriate option from the drop down list, click **TAKE ACTION**
6. Where applicable tick that the action has been taken and enter any notes as necessary
7. Click **SAVE**
8. Click **CLOSE** when all actions have been added

Delete an Action

1. To delete an action, click the button under Action to view the actions assigned to the individual
2. The action(s) assigned will now be listed, click the double arrows to expand the action, this will display the delete button
3. Click **DELETE** to remove the action
4. Click **CLOSE**



Maintain an existing Incident

This facility also enables the user to update or amend an existing incident.

- Application
- Management
- Bullying and Equalities
- Maintain Incident

1. Click the magnifying glass at the top left of the screen
2. Filter if required by date, ID, Staff or Pupil
3. Click **NEW LIST**
4. Click to select the incident to be viewed
5. Click to the right of the screen or double click the incident to close the filter screen
6. Make the necessary changes

NOTE: Any Bullying and Equalities incident information stored can be viewed in various areas within Click+Go, Pupil Profile, Pastoral Notes and Latest Pastoral Notes. The stored documents can only be accessed by those members of staff who have access to the document management profile.