

# REPORTING AND RECORDING OF BULLYING INCIDENTS



- Child tells an adult.
- Adult witnesses an incident.
- Silent Seeker disclosure.
- Check-in data prompts action.

Parent raises a bullying concern.

Is it bullying?  
Is it an incident?

Bullying is when someone says or does something intentionally hurtful and they keep doing it over a period of time even when you tell them to stop.

Bullying happens MORE THAN ONCE.

An incident is unkind or mean behaviour that may be intentional or unintentional. An incident happens ONCE.

- Speak to the child/ren involved.
- Get the facts.
- Inform teacher and/or
- Inform Pastoral Team.

- Speak to the children/ adults involved.
- Get the facts.
- RP conversation.(5Qs)

- Speak to the teacher.
- Parent to fill out meeting request slip (orange)
- Inform Ant-Bullying Advocate.

Resolved?  
Yes.  
No further action.

Resolved? No.  
Talk to the Teacher/ MDSA Lead.  
MDSA Lead reports to teacher/ Pastoral Team.

Arrange a parent meeting. (Record this on Orange Form A)

Pastoral Team informs home setting of all parties involved.

Severe Rule Break?

Yes

No

Actions, dialogue with adults, RP work, follow-up meetings

Yellow Form (B)  
(Until resolved)

Homophobic or racist discrimination.

Record and report all racist, homophobic or prejudiced incidents to Governors.

Fill out Severe Rule Form including RP section.

Discuss consequence with Behaviour Lead.

RP group/class discussion if needed.

Once resolved, parents to fill in feed-back survey