

Procedure for responding to all alleged or witnessed bullying incidents

An incident is reported or witnessed

An alleged or witnessed incident is reported to a member of staff or by a staff member who witnessed the incident. This must be recorded on CPOMS to the Safeguarding and Well-being Manager



Investigation

Incident is reported and investigated by the Head of Centre/Line Manager who undertakes the role to establish the nature, roles and seriousness of the incidents and those involved.

Form 1 should be completed and a sequential report number recorded on it. This report number must be recorded on all forms used in relation to this incident. Form 1b should be used to investigate the incident which will also provide a log of the evidence identified.



Staff should look for evidence that the behaviour:

- Has occurred before or by its nature has caused repeated experience or the fear of it e.g. cyber bullying or serious incident.
- Was deliberately intended to cause distress and/or harm
- Has created a sense of powerlessness on the part of the individual being targeted

HoC and staff to consider:

- Whether any aggravating factors such as equalities dimensions have been taken in to account and been addressed

Further action HoC should take:



Hurtful behaviour has occurred but it was not identified as bullying

Further action staff should take:

- Ensure Form 1 has been completed fully
- Inform parents/carers of the learners involved
- Decide if any sanction needs to be applied in line with the discipline/behaviour policy
- Engage and inform external agencies if necessary
- Consider the appropriateness of informing the police



Evidence of bullying is found

Further action staff should take:

- Seek advice from Safeguarding Lead
- Ensure Form 1 has been completed
- Provide support to those involved and record details (targeted learner and the learner who bullied)
- Inform parents/carers of those involved
- Decide if any sanction needs to be applied in line with the discipline/behaviour policy
- Engage and inform external agencies (including Local Authority) if necessary
- Consider the appropriateness of informing the police

Form 1

Initial Investigation into allegation of bullying



Report number:

Completed by:

Position:

Date:

Reported by:

Role:

Date:

Form of referral:

Verbal Report

Phone Call

Letter

Email

Learner(s) name(s) alleged to be experiencing bullying behaviour	Age

Learner(s) name(s) alleged to be engaging in bullying behaviour	Age

Reported account:

Details gathered to date:

Action taken to date: (please tick relevant boxes)

Checked for earlier incidents involving same learner(s)
Individual discussions with learners involved
Discussion of incident with peers/class
On-going support/monitoring from staff
Applied sanctions

Notified Group/Personal Tutor
Group discussion with learners involved
Restorative intervention
Details of action agreed with learners
Parent letter/meeting

Any additional action taken:

Factors to help determine if incident constitutes bullying

- Incident was bullying if all 3 warnings below are confirmed:
 - Hurt has been deliberately/knowingly caused (physically or emotionally)
 - It is a repeated incident or experience or the involvement of a group
 - Involves an imbalance of power:
 - Target feels s/he cannot defend her/himself, or
 - Perpetrator/s exploiting their power (size, age, popularity, coolness, abusive language, labelling/name calling, etc.)

- Incident was cyberbullying if messages of an intimidating, humiliating or threatening nature were sent or left on a social networking site

- Incident was not bullying on this occasion because it was:
 - The first hurtful incident between these children
 - Teasing/banter between friends without intention to cause hurt
 - Falling out between friends after a quarrel, disagreement or misunderstanding
 - Conflict that got out of hand
 - Activities that all parties have consented to and enjoyed (check for coercion)

Focus of bullying behaviour

Please tick all elements which apply in your understanding of the incident(s) and record specific language:

	Definitely applies	Possibly applies
Age/ Maturity		
Appearance		
Size/weight		
Class/Socio-economic		
Family circumstance (e.g. caring role)		
Ethnicity/Race		
Religion/Belief		
Gender		
Transphobia/Gender identity		
Homophobia/sexuality		
Sexualised		
SEN and Disability		
Ability/application		

Details of any support given:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Peer support | <input type="checkbox"/> Referral to external agencies |
| <input type="checkbox"/> None offered | <input type="checkbox"/> None – offered but refused | <input type="checkbox"/> Referral to CAHMS |

Other, please specify:

Was alleged bullying confirmed?	Yes	No	Insufficient evidence

Report number:

Form 1b

Supportive script for initial investigation into an alleged incident

1. Describe what happened?
2. Exactly where and when did the incident take place?
3. Were there any other learners around at the time, if so who?
4. Was there an adult around at the time, if so who?
5. Do you know the names of the people who were involved?
6. What were you doing before the incident took place?
7. Can you remember exactly what happened or what was said?
8. What happened next?
9. Has this happened before?
10. What would you like to happen now?

Comments:

Learner name:

Completed by:

Signature:

Date: