

Serious Behaviour Incidents and Bullying of Children and Young People – Reporting Form

As required by Part 3, Paragraph 9 of the Independent School Standards

If you have questions or need support completing this form, please talk to the member of staff responsible for behaviour. Do not delay completing what you can.

Serious incident?							YES / NO
Bullying incident?							YES / NO
Have you directly observed all or part of this incident?							YES / NO
Are you reporting based partly or solely on 3rd-party evidence?							YES / NO
Reported by (Name and Job Title):				Date/ Time of Report:		Date/ Time of Incident:	
Date/ Time of disclosure by 3 rd party:				Name(s) of 3 rd party disclosures (if appropriate):			
Name of Persons Involved:		Gender:	Mother Tongue	Ethnicity	SEND?	Class:	Role in Incident*:

* e.g. bully, ringleader, outsider, reinforcer, assistant, defender, victim + and level of involvement:
1 = very involved 2 = involved 3 = slightly involved 4 = only indirectly involved

Indicate type of incident/s (please tick one or more boxes):

Verbal abuse:		Isolation (including being ignored or left out):		Physical abuse:	
Having personal possessions taken/ causing damage to personal property:		Cyber bullying (including text messages, emails, social networking sites etc.):		Being forced to hand over money:	
Being forced into something against their will:		Spreading rumours/ nasty notes:		Other (please specify below):	
Details (if other above incl. racial, appearance, health condition, SEND, sexual orientation, gender, religion, age):					

Details of Bullying or Serious Incident (see also Monitoring Concerns Forms/ H & S Incident Record):

Frequency and duration of bullying behaviour:

- **Once or twice:** **Persisting over two months**
- **Several times a week:** **Persisting for more than a year**

Other notes on incident, including relevant previous behaviour:

Details of Action Taken:

Consequences:

(Sent out, reflection form, temporary suspension, report card, exclusion, privileges revoked temporarily)

Groups of people informed: (School staff, parents/ guardians/ carers, trustees, police, social services, other)	
Details of actions agreed with everyone involved - including parents and carers where appropriate:	
Does incident involve same person as previous incidents?	YES / NO
Has a follow up date been set?	YES / NO
Have parents/carers been notified?	YES / NO
Has action been agreed with victim?	YES / NO
Had individual discussions with all?	YES / NO
Has action been agreed with perpetrator?	YES / NO
Had group discussion with all involved?	YES / NO
Are notes and comments attached?	YES / NO
Police involvement?	YES / NO
Referral to other agencies?	YES / NO
Medical treatment required?	YES / NO
Specific report from staff attached?	YES / NO
Forwarded to Safeguarding Team?	YES / NO
Forwarded to Behaviour Co-ordinator?	YES / NO
Parents/Carers of the pupil/s who were bullied informed?	YES / NO

Follow-up action taken/ Required (by when? Please return to this form and confirm when done):

Outcome of follow up and further actions taken:

Has the bullying stopped? yes no

Describe any other outcomes, who was involved and when they occurred?

Person reporting:

Signed:	Date:
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Behaviour Co-ordinator:

Signed:	Date:
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This form has been adapted using a form developed for Devon schools, and is available online at <http://www.devon.gov.uk/j4s-formeducation>

If the bullying is identified as a racist incident, pupils can also complete the DCC pupil report form with the support of an adult at school available from <http://www.devon.gov.uk/j4s-eform-r110reportingracistincidentsinschools.doc>