

CHILDREN AND FAMILIES

Procedures to Prevent and Respond to Bullying and Prejudice RECORDING FORM for all incidents

Name and position of person completing the form	Name of Establishment
A brief description of what happened with date(s)	
Name(s) of person/people being bullied <small>(not required for Departmental purposes)</small>	If School, Which Class?
Name(s) of those responsible <small>(not required for Departmental purposes)</small>	If School, Which Class?

Concern on grounds of (you can mark more than one)

Bullying
 Racism
 Disability Discrimination
 Social Class/Economic disadvantage
 Sexism
 Homophobia
 Faith/Religion/Sectarianism
 Other

Action taken (tick as appropriate)

Parent contacted
 Child Protection procedures followed
 Police involved
 Advice and Conciliation Service involved
 Other Staff informed
 Other Please Specify

Outcome (tick as appropriate)

Those responsible have made amends
 Relationships restored
 Unresolved
 Other Please Specify

Level of satisfaction of person bullied in how this is being / was dealt with

High
 Medium
 Low

Signature of senior member of staff
Date
(if school, Principal Teacher or Management)

Unsubstantiated incidents

An allegation may be made by a child, parent or an adult in the school or centre, which, when properly investigated is not substantiated. In such a case, make sure that those involved know they have been taken seriously and listened to. Provide information on help lines and relevant resources. If, following this, the child (and parent if involved) agrees with your finding, it is not essential to record this for authority purposes. If however, there is any doubt from parent/carer, child or member of staff, you should record the allegation and note your views.

What happens to these records?

Schools retain and examine records to inform their policy, strategies and procedures. They may be required for HMIE inspections or other formal reviews. Children and Families Department Equalities staff collate copies of these records for annual reports to the Equalities Monitoring and Implementation Group, Heads of Service, Health and Safety Committee and Hate Crime Strategy Group.