

### Bullying Monitoring Form

For each incident please complete one form and return to Mrs Horton for collation and monitoring. These will then be logged in the school's incident file.

<b>Name of Victim (s)</b>				
<b>Year Group and Class</b>				
<b>Gender</b>	Male	Female	Transgender Identification	
<b>Ethnicity:</b>				
<b>Is the victim in care?</b>	Yes	No		
<b>Is the victim on school's SEND register?</b>	Yes	No		
<b>Does the victim have any EAL needs?</b>	Yes	No		
<b>Is the victim subject to any child protection plan?</b>	Yes	No		
<b>Any other relevant information (new starter etc):</b>				
<b>Date Concerns/Incident Reported:</b>				
<b>Who reported concerns?</b>	Child	Parent	Member of Staff	Other
<b>Has there been a previous reported concern about bullying?</b>	Yes	No	<b>Date (if applicable):</b>	
<b>Add any further details:</b>				
<b>Senior member of staff managing allegation/concern:</b>				

#### 1. Focus of bullying concerns/allegations:

Please tick all concerns reported:

	<b>Definitely Applies</b>	<b>Possibly Applies</b>
<b>Age/Maturity</b>		
<b>Appearance</b>		
<b>Size/Weight</b>		
<b>Class/Socio-economic</b>		
<b>Family circumstance (e.g. caring role)</b>		
<b>Ethnicity/Race</b>		
<b>Religion/Belief</b>		
<b>Gender</b>		
<b>Transphobia/Gender identity</b>		
<b>Homophobia/sexuality</b>		
<b>Sexualised</b>		
<b>SEN and Disability</b>		
<b>Ability in school</b>		

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#### 2. Manifestations of Bullying (indicate those that apply have been reported):

<b>Perception of individual: feelings of being bullied/harassed</b>	
<b>Isolation/ignoring</b>	
<b>Teasing</b>	
<b>General expressions of prejudice/stereotype</b>	
<b>Racist literature, graffiti or insignia</b>	
<b>Verbal abuse or name calling (specify below)</b>	
<b>Targeted graffiti or hurtful note writing</b>	
<b>Threats including threatened physical assault</b>	
<b>Mobile phone/text message bullying/harassment</b>	
<b>Internet related bullying/harassment</b>	
<b>Camera phone bullying/harassment</b>	
<b>Actual physical assault/harm</b>	
<b>Other:</b>	

#### 3. Alleged Perpetrators:

Please note the alleged perpetrators. If the alleged perpetrator is an adult in the school, the head teacher must be informed. This may involve LADO advice.

If the alleged perpetrator is from outside the school community the school should consider what other agencies can offer support.

<b>Name(s) (if known)</b>	<b>Child at School</b>	<b>Child not at our school</b>	<b>Adult at Our School</b>	<b>Adult not at our school</b>

#### 4. Summary of those notified and/or involved

<b>Head Teacher</b>	
<b>Class Teacher</b>	
<b>Assistant Head for Band</b>	
<b>Victims parents/carers</b>	
<b>Perpetrators parents/carers</b>	
<b>Local Authority behaviour/MEAS team</b>	
<b>Social Worker if child is in care</b>	
<b>Other (please add details)</b>	

**5. Description of Incident(s)**

- Please give a precise account including places, date, times and any witnesses.
- Attach any further information (e.g. pupils' accounts, witness accounts, notes of meetings, red card logs, incident reports)
- N.B. indicate if a serious incident referral should be made to other agencies

**6. Action Plans**

<b>Action Taken</b>			
<b>Monitoring Plan co-ordinated by member of SLT. Logged on Scholar Pack.</b>		Y	N
<b>Support from pastoral team/mental health services::</b>		Y	N
<b>Sanctions in place to ensure school's behaviour expectations are enforced</b>		Y	N
<b>Parental meetings to ensure support for school's behaviour policy</b>		Y	N
<b>Education plan for perpetrators relating to prejudice, safety, E-safety, choice behaviour etc.</b>		Y	N
<b>Referral to external agency for further support (this could include MEAS, safeguarding support, young offenders, CEOp etc).</b>		Y	N
<b>Notes:</b>			

7. **Date for Review.** Follow up on the incident and check that all parties are progressing well academically and socially

<b>Date of Review</b>		
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**8. Outcome**

<b>No evidence of bullying but victim was supported and reported feeling safe</b>	Y	N
<b>No evidence of bullying. Victim was supported but reported still not feeling safe. Monitoring plan continues.</b>	Y	N
<b>Evidence of bullying. Victim was supported and reported feeling safe</b>	Y	N
<b>Evidence of bullying. Victim was supported but reported still not feeling safe. Monitoring plan continues.</b>	Y	N
<b>Notes:</b>		

**9. Signed by senior member of staff:**

Signed: ..... Date: .....

**Please ensure this form is placed in the school's incident monitoring file.**