



Potential Bullying Incident Form

Student Name: _____

Form Group: _____ Date: _____

Is it 'name calling'?

Name calling incident:
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**IF IT IS NAME CALLING, YOU DO NOT NEED TO FILL THE REST OF THIS FORM IN.
PLEASE HAND THIS TO THE HOY/ JES.**

Is it 'Bullying'? What type of bullying has occurred?

If students have merely fallen out, please do not complete this form. Remember, bullying is repetitive and when there has been an imbalance of power that has been intentional to hurt someone.

- Physical []
- Emotional []
- Verbal []
- Cyber []
- Sexual []
- Homophobic/ biphobic/ transphobic []
- Racial []

Description of bullying issue (please attach student's story if necessary):

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Form Tutor Checklist:

- Student details filled in []
- Description of incident given []
- Student Story collected and attached to this sheet []
- Informed the perpetrator's Form Tutor of the incident []
- Form Tutor intervention taken place (discussion between the students) []
- Incident resolved [] (if not, explain obstacles below)

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- Form handed to JES (resolved) [] **or HOY (not resolved) []**

Signed _____

Head of Year Checklist:

- Incident investigated further []
- Mediation taken place []
- Contacted home to discuss issues []
- Incident resolved [] (if not, explain obstacles below)

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- Consequence given to perpetrator, if so what? []

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- Form Tutor informed to be Key Worker for student (welfare check) []
- Form handed to JES []

Signed _____

Anti-Bullying Co-Ordinator Checklist:

- Students spoken to again, if necessary []
- Contact home again, if necessary []
- Log the incident on to My Concern []
- 'Positive Pad' given to victim []
- Any updates logged on to bully log system []
- Student placed on to support programme and to be checked on daily by JES []
- Outside agencies contacted, if necessary []

SLT Checklist (either PAS or SIF):

- Both the victim and perpetrator spoken to again []
- Contact home again []
- Inform JES of latest developments []