**Appendix 3 Template for recording bullying behaviour**

1. Name of pupil being bullied and class group

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name(s) and class(es) of pupil(s) engaged in bullying behaviour
2. Source of bullying concern/report (tick relevant box(es))

|  |  |
| --- | --- |
| Pupil Concerned |  |
| Other Pupil |  |
| Parent |  |
| Teacher |  |
| Other |  |

1. Location of incidents (tick relevant box(es)

|  |  |
| --- | --- |
| Playground |  |
| Classroom |  |
| Corridor |  |
| Toilets |  |
| School Bus |  |
| Other |  |

1. Name of person(s) who reported the bullying concern
2. Type of Bullying Behaviour (tick relevant box(es)

|  |  |  |  |
| --- | --- | --- | --- |
| Physical Aggression |  | Cyber-bullying |  |
| Damage to Property |  | Intimidation |  |
| Isolation/Exclusion |  | Malicious Gossip |  |
| Name Calling |  | Other (specify) |  |
|  |  |  | |

1. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Homophobic | Disability/SEN Related | Racist | Membership of Traveller Community | Other (Specify |
|  |  |  |  |  |

1. Brief Description of bullying behaviour and its impact
2. Details of actions taken

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Relevant Teacher)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted to Principal/Deputy Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Note: The categories listed in the tables 3, 4 & 6 are suggested, and schools may add to or amend these to suit their own circumstances