**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