



# Bullying Report

Name of Victim:		Form:	
Reported by:		Date:	
Details (include date, place etc. and how many times this has occurred):			
Type of Bullying (see notes):		Racist	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Homo/Transphobic	<input type="checkbox"/>
Non-physical	<input type="checkbox"/>	Other (list below)	<input type="checkbox"/>
Cyber	<input type="checkbox"/>	.....	
Are Persons Responsible Named?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Suspected <input type="checkbox"/>
Name(s):			
Further Action:			
Completed by:		Date:	
Signature of HOY/HOS Completing Report:			
Received by HOS (if appropriate):		Date:	
Received by JW:		Date:	
Bullying Allegation Substantiated?			

## Guidance Notes

Bullying is defined by the Department for Education as: Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgements about each specific case. Many experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

- Please complete the form as soon as possible.
- Give brief details of the incident, including date, time and place and any witnesses.
- Type of Bullying section – the allegation is likely to fall into one of the following categories:
  - Physical, e.g. violence, assault, pushing, spitting, damage to property, taking of property, extortion
  - Non-physical, e.g. name-calling, spreading rumours, threats, blackmail, exclusion, mockery, gestures
  - Cyber-Bullying, e.g. abusive emails, texts, phone calls or images, abuse on social network sites, fake profiles, posting images without permission

Please list the categories involved.

Try also to list the prejudice alleged e.g. appearance, ability, learning needs, family/home situation, health, disability, racist/faith based, homophobic or transphobic.

- Further Action section – give details here about whether parents have been contacted, who has been interviewed, whether statements have been taken, whether the alleged bully has admitted the action etc. or attach notes on these.
- Once these sections have been filled out, please pass on to the relevant HOS.
- All forms need to be sent to JW for the annual audit on bullying.