



Initial investigation into hurtful incident or allegation of bullying

Completed by (name and role):

Date:

Name and role of individual (s) making the allegation (e.g. pupil, parent/carers, MSA):

Form of referral (e.g. verbal report, letter, email, phone call):

Details gathered to date:

Action taken to date:

1. Incident was bullying (all three must be confirmed):

- Hurt has been deliberately/knowingly caused (physically or emotionally)
- It is a repeated incident or experience (e.g. multiple incidents, cyberbullying or the involvement of a group)
- Involves an imbalance of power:
 - target feels s/he cannot defend her/himself, or
 - perpetrator/s exploiting their power (e.g. size, popularity, coolness, abusive language, labelling/name calling, etc.)

2. Incident was not bullying on this occasion because it was:

- The first hurtful incident between these children
- Teasing/banter between friends without intention to cause hurt (should not happen again)
- Falling out between friends after a quarrel, disagreement or misunderstanding
- Conflict that got out of hand (should not happen again)
- Activities that all parties have consented to and enjoyed (check for subtle coercion)
 - got out of hand
 - parental concern

Other:

Resolution process agreed:

Support and/or sanction for those causing hurt of offence:

Support needed for the hurt party:

Date:

Signed:

Please continue, if bullying has been confirmed:

The method of bullying and/or the nature of the hurtful incident:

Perception of individual: feelings of being bullied		General expression of prejudice/stereotyping	
Teasing		Verbal abuse or name calling	
Hurtful note writing		Threats, including threatened physical assault	
Mobile phone text message		Internet related racial harassment	
Camera phone		Actual physical assault	
Isolation/ignoring		Other	

The focus of bullying/hurtful behaviour:

Appearance/size focussed bullying		Racists bullying	
Religion and belief bullying		Learning difficulty and disability focused bullying	
Gender focused bullying		Ability focused bullying	
Homophobic bullying		Class/socio-economic bullying	
Other			

Any other comments:

A response from the accused child/children:

A response from the parents/guardians of the child bullied/harassed:

A response from the parents/guardians of the child accused of bullying.

Support provided for bullied child

Support	Details
Separate on-site respite provision	
Regular contact with chosen member of staff	
Restorative justice process	
Pastoral team support	
Formal counselling	
Nurture club	
CAF	
CAMHS	
Other	

Post-incident impact monitoring and further action:

Relationship repaired:

Achievement/Ability to learn:

Attendance:

Social issues:

Mental/emotional difficulties:

Partnership with parents:

Pupil feeling safe at school:

Pupil feeling safe on journeys to and from school:

Pupil feeling safe online:

Support provided for child who has bullied

Support	Details
Separate on-site respite provision	
Regular contact with chosen member of staff	
Restorative justice process	
Pastoral team support	
Formal counselling	
Nurture club	
CAF	
CAMHS	
Other	

Post-incident impact monitoring and further action:

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