



# **Ballyoran Primary School**

## **Anti-Bullying Policy**

**Reviewed February 2024**

# Contents

Section	Contents	Page
1	Introduction & Statement	1
2	Context	1
3	Ethos & Principles	5
4	Consultation & Participation	6
5	What is Bullying?	6
6	Preventative Measures	9
7	Responsibility	11
8	Reporting a Bullying Concern	11
9	Responding to a Bullying Concern	12
10	Recording	13
11	Professional Development of Staff	13
12	Links to Other Policies	13
13	Monitoring and Review of Policy	14
14	Appendices <ul style="list-style-type: none"> <li>• Rude, Mean, Bullying Poster</li> <li>• Bullying Concern Assessment Form (BCAF)</li> </ul>	15 - 19

## Section 1 – Introduction and Statement

***“Children have the right to be protected from all forms of violence. They must be kept from harm and they must be given proper care by those looking after them.”***

*Article 19 UN Convention on the Rights Of the Child 1992*

Our Vision states:

‘As a welcoming Inclusive School we aim to provide a safe, happy, caring and stimulating learning environment which will enable each child to develop to his or her full potential - academically, socially, emotionally, physically and spiritually, in preparation for becoming responsible citizens.’

At Ballyoran Primary School we believe that all forms of bullying behaviour are unacceptable. All members of the school community are completely opposed to bullying behaviour and will not tolerate it. All pupils have the right to learn in a safe and supported environment and we all have a responsibility to contribute, in whatever way we can, to the protection and maintenance of such an environment.

This policy aims to create an ethos in which attending school is a positive experience for all pupils.

## Section 2 – Context

At Ballyoran Primary School we have based our Anti Bullying Policy on the following legislative and policy guidance:

### The Legislative Context:

- [The Addressing Bullying in Schools Act \(Northern Ireland\) 2016](#)
- [The Education and Libraries Order \(Northern Ireland\) 2003](#) (A17-19)
- [The Education \(School Development Plans\) Regulations \(Northern Ireland\) 2010](#)
- [The Children \(Northern Ireland\) Order 1995](#)
- [The Human Rights Act 1998](#)
- [The Health and Safety at Work Order \(Northern Ireland\) 1978](#)

### The Policy & Guidance Context

- The Addressing Bullying in Schools Act (Northern Ireland) 2016 Statutory Guidance for Schools and Boards of Governors (DE, 2019)
- [Pastoral Care in School: Promoting Positive Behaviour \(DE, 2001\)](#)
- [Safeguarding and Child Protection in Schools: A Guide for Schools \(DE, 2017\)](#)
  - [Co-operating to Safeguard Children and Young People in Northern Ireland \(Dept. of Health, Social Services and Public Safety, 2016\)](#)
  - [Safeguarding Board for Northern Ireland Policies and Procedures \(SBNI, 2017\)](#)

### The International Context

- [United Nations Convention on the Rights of the Child \(UNCRC\)](#)

At Ballyoran Primary School we take the legal definition of bullying from “The Addressing Bullying in Schools Act (Northern Ireland) 2016”:

**Definition of “bullying”**

1—(1) In this Act “bullying” includes (but is not limited to) the repeated use of—

- (a) any verbal, written or electronic communication,
- (b) any other act, or
- (c) any combination of those,

by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.

For the purposes of subsection (1), ‘act’ includes omission.

This act places a duty on the Board of Governors to put in place measures to prevent bullying behaviour, in consultation with pupils and parents.

The Board of Governors will adhere to the following guidelines from the “The Addressing Bullying in Schools Act (Northern Ireland) 2016”:

The Board of Governors of Ballyoran Primary School will secure measures to prevent bullying as follows:

- (a) ensure that policies designed to prevent bullying involving a registered pupil at the school are pursued at the school;
- (b) determine the measures to be taken at the school (whether by the Board of Governors, the staff of the school or other persons) with a view to preventing bullying involving a registered pupil at the school—
  - (i) on the premises of the school during the school day;
  - (ii) while travelling to or from the school during the school term;
  - (iii) while the pupil is in the lawful control or charge of a member of the staff of the school; or
  - (iv) while the pupil is receiving educational provision arranged on behalf of the school and provided elsewhere than on the premises of the school;
- (c) review those measures at intervals of no more than 4 years or at such times as the Department of Education may direct.
- (d) before determining or revising those measures, consult (in such manner as appears to it to be appropriate) the principal and the registered pupils at the school and the parents of those pupils;
- (e) in determining or reviewing those measures, have due regard to any guidance given by the Department;
- (f) prepare a written statement of such measures and secure that:
  - (i) a copy of that statement is given or otherwise made available, free of charge and in such form as the Board of Governors considers appropriate, to the parents of all registered pupils at the school and to the staff of the school; and
  - (ii) copies of the statement are available for inspection at the school at all reasonable times, free of charge and in such form as the Board of Governors considers appropriate; and
- (g) secure that such measures are taken.
- (2) The Board of Governors of a grant-aided school may, to such extent as it thinks reasonable, consider measures to be taken at the school (whether by the Board of Governors, the staff of the school or other persons) with a view to preventing bullying involving a registered pupil at the school which
  - (a) involves the use of electronic communication
  - (b) takes place in circumstances other than those listed in subsection (1)(b); and

(c) is likely to have a detrimental effect on that pupil's education at the school.

The Addressing Bullying in Schools Act (Northern Ireland) 2016 requires schools to record all incidents of bullying behaviour and alleged bullying incidents.

#### Duty to keep a record of incidents of bullying

(1) The Board of Governors of a grant-aided school must ensure that a record is kept of all incidents of bullying or alleged bullying involving a registered pupil at the school that occur:

- (a) on the premises of the school during the school day;
- (b) while travelling to or from the school during the school term; **(ultimately parents are responsible for ensuring their children are not engaging in bullying acts/incidents while travelling to or from the school during the school term)**
- (c) while the pupil is in the lawful control or charge of a member of the staff of the school; or
- (d) while the pupil is receiving educational provision arranged on behalf of the school and provided elsewhere than on the premises of the school.

(2) A record under subsection (1) must:

- (a) state what, from all of the circumstances, appears to be the motivation of the incident;
- (b) state the methods of bullying,
- (c) include information about how the incident was addressed.

(3) For the purposes of subsection (2)(a), motivation may, for example, relate to—

- (a) differences of religious belief, political opinion, racial group, age, sex, sexual orientation or marital status;
- (b) differences between persons with a disability and persons without;
- (c) differences between persons with dependants and persons without;
- (d) differences between persons based on gender reassignment;
- (e) differences between persons based on pregnancy.

### Section 3 – Ethos & Principles

At Ballyoran Primary School we have based our Anti Bullying Policy on our school ethos and principles which underpin everything we do:

- We are committed to a society where children and young people can live free and safe from bullying.
- We believe in a society where bullying is unacceptable and where every child and young person is safe and free from bullying.
- We believe that every child and young person should be celebrated in their diversity.
- We are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school.
- We value the views and contributions of children and young people, we will actively seek these views and we will respect and take them into account.
- We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

## Section 4 – Consultation and Participation

At Ballyoran Primary School we have based our Anti Bullying Policy in consultation with pupils and their parents/carers, in compliance with the Addressing Bullying in Schools Act (NI) 2016.

We worked with pupils through the following consultation processes:

- Pupil Council
- Consultative workshops with pupils as appropriate by age
- Questionnaires for pupils
- Class-based activities

We worked with parents/carers through the following consultation processes:

- Electronic survey
- Displayed on the school website and newsheet
- Engagement with parent groups through focus groups eg Parents and Friends

We worked with staff members through the following consultation processes:

- Electronic survey
- Engagement activity at meetings

## Section 5 – What is Bullying?

At Ballyoran Primary School we take the legal definition of bullying from The Addressing Bullying in Schools Act (Northern Ireland) 2016:

### Addressing Bullying in Schools Definition of “bullying”:

1(1) In this Act “bullying” includes (but is not limited to) the repeated use of:

(a) any verbal, written or electronic communication,

(b) any other act, or

(c) any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.

(2) For the purposes of subsection (1), “act” includes omission.

At Ballyoran Primary School we will therefore use the following definition based on the above legal definition:

**Bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.**

At Ballyoran Primary School we believe that while bullying is usually repeated behaviour, there are instances of one-off incidents that the school will consider as bullying.

When assessing a one-off incident, to make a decision on whether to classify it as bullying, the school shall consider the following criteria:

- severity and significance of the incident
- evidence of pre-meditation
- impact of the incident on individuals (physical/emotional)
- impact of the incidents on wider school community
- previous relationships between those involved
- any previous incidents involving the individuals
- Cognitive and SEN ability, imbalance of power, age and size

Any incidents which are not considered bullying behaviour will be addressed under the school's Positive Behaviour Management Policy.

At Ballyoran Primary School, the following unacceptable behaviours on the school premises when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour:

- ***Verbal or written acts***
  - saying mean and hurtful things to, or about, others
  - making fun of others
  - making threats to others
  - calling another pupil mean and hurtful names
  - telling lies or spread false rumours about others
  - try to make other pupils dislike another pupil/s
- ***Physical acts***
  - hitting
  - kicking
  - pushing
  - shoving
  - material harm, such as taking/stealing money or possessions or causing damage to possessions
  - making signs and gestures
- ***Omission (Exclusion)***
  - Leaving someone out of a game, deliberately and repeatedly,
  - Refusing to include someone in group work, deliberately and repeatedly,
- ***Electronic Acts (ON OUR SCHOOL PREMISES)***
  - Using online platforms or other electronic communication to carry out many of the written acts noted above
  - Impersonating someone online to cause hurt
  - Sharing images (e.g. photographs or videos) online to embarrass someone

Whilst these lists are not exhaustive, behaviours which fit with the definition may be considered bullying behaviour.

At Ballyoran Primary School we acknowledge the various motivations behind bullying, including those named in the Act. These include, but are not limited to:

- Age
- Appearance
- Breakdown in peer relationships
- Social and economic status
- Community background
- Political affiliation
- Gender identity
- Sexual orientation
- Marital status
- Race
- Religion
- Disability / SEN
- Ability
- Looked After Child status
- Young Carer status

Bullying is an emotive issue, therefore it is essential that we ensure we use supportive, understanding language when discussing these matters. For that reason, at Ballyoran Primary School we will not refer to a child as 'a bully', nor will we refer to a child as 'a victim'. Instead, we will refer to the child by describing the situation surrounding that child, for example:

- A child displaying bullying behaviours
- A child experiencing bullying behaviours

We encourage all members of the school community to use this language when discussing bullying incidents.

At Ballyoran Primary School in determining 'harm' we define:

- Emotional or psychological harm as intentionally causing distress or anxiety by scaring, humiliating or affecting adversely a pupil's self-esteem.
- Physical harm as intentionally hurting a pupil by causing injuries such as bruises, broken bones, burns or cuts.

## **Section 6 – Preventative Measures**

At Ballyoran Primary School we aim to promote a strong anti-bullying ethos within the school and the wider school community.

We aim to prevent bullying and create a safe learning environment.

Examples of these strategies include:

- Raising awareness and understanding of the positive behaviour expectations, as set out in the Positive Behaviour Management Policy
- Promotion of anti-bullying messages through the curriculum eg inclusion of age-appropriate material specific to individual subject areas related to bullying, positive behaviour and inclusion
- Addressing issues such as the various forms of bullying, including the how and why it can happen, through PDMU, PSNI workshops, REIM workshops (e.g. sectarian, racist, homophobic, transphobic, disablist, etc.)
- Involvement in meaningful and supportive Shared Education projects supporting pupils to explore, understand and respond to difference and diversity.
- Through the preventative curriculum actively promote positive emotional health and wellbeing (e.g. mindfulness training, NSPCC “Speak out stay safe” programme, Action Mental Health, EA Learning Mentor, Reach Mentoring and Barnados Counselling)
- Participation in the annual Anti-Bullying Week activities
- Engagement in key national and regional campaigns, eg Safer Internet Day
- Development of peer-led systems eg Pupil Council or Digital Leaders to support the delivery and promotion of key anti-bullying messaging within the school
- Development of effective strategies for playground management, eg training for supervisors, zoning of playgrounds, Playground Friends, inclusion of specific resources (buddy benches) and provision of a variety of play option to meet the needs of all pupils.
- Focused assemblies to raise awareness and promote understanding of key issues related to bullying.
- Provision and promotion of extra and co-curricular activities, aimed at supporting the development of effective peer support relationships and networks. For example, sporting activity, creative arts, leisure and games, etc.
- eSafety Policy and leaflet issued to parents and on school website and App

The above list is not exhaustive.

## **Travelling to and from school**

Ultimately parents are responsible in ensuring their children behave appropriately on the way to and from school.

At Ballyoran Primary School, working with parents, we take preventative measures to educate against inappropriate behaviour on the way to and from school. While many of the measures outlined above will support the development of an anti-bullying culture, there are a number of ways we further build upon this including:

- Development of a culture where pupils take pride in their school and are viewed as ambassadors for their school within the community. This includes regular reminders of the positive behaviour expectations of pupils whilst travelling to and from school.

- Measures to empower pupils to challenge inappropriate and unacceptable behaviour of their peers during the journey to and from school. This may include the implementation of peer monitoring systems.
- Regular engagement with transport providers (e.g. Translink, EA Transport, etc.) to ensure effective communication and the early identification of any concerns.
- Promotion of key anti-bullying messages and awareness of behaviour expectations of pupils amongst the local community (e.g. local shops, cafes, service providers, residents, etc.), including information on how to raise any concerns with the school.
- Appropriate deployment of staff to support the transition from school day to journey home (e.g. staff duty at school gate, where appropriate)

Ultimately parents are responsible in ensuring steps to prevent bullying through the use of electronic communication amongst pupils. As the pupils in our school are under the age of 12, it is the responsibility of the parents and guardians to be fully aware of what their child is doing online. Parents are also responsible for the age restrictions that are evident for social media applications. The schools "DUTY OF CARE" will not be used in situations where pupils behave inappropriately on platforms as this is the responsibility of parents.

Should incidents of online bullying and abuse be reported to our school by a concerned parent we will advise these parents as to how to report this behaviour to the appropriate authority i.e. PSNI.

If evidence of aspects of bullying become integrated into school life, we will play an active role.

**IT IS THE RESPONSIBILITY OF PARENTS TO KEEP THEIR CHILD SAFE FROM INTERNET BULLYING WHILST AT HOME.**

In conjunction with this we at Ballyoran Primary School take preventative measures to educate against online bullying by:

- Addressing key themes of online behaviour and risk through PDMU, including understanding how to respond to harm and the consequences of inappropriate use.
- Participation in Anti-Bullying Week activities.
- Engagement with key statutory and voluntary sector agencies (e.g. C2k, PSNI, Public Health Agency, Safeguarding Board for NI e-Safety Forum) to support the promotion of key messages.
- Participation in annual Safer Internet Day and promotion of key messages throughout the year.
- Development and implementation of robust and appropriate policies in related areas (e.g. Acceptable Use of the Internet Policy, Mobile Phone/Smart watch/connected devices Policy, Connected Devices Policy, etc.)

It is important to remember that our Anti-Bullying Policy is one of a number of policies in the wider pastoral care and safeguarding suite of policies.

We ensure our policies align and provide consistent messages for parents and pupils. The measures set out here, to prevent bullying behaviour through the use of electronic communication is also included in our school's e-Safety Policy and Acceptable Use of the Internet Policy.

## **Section 7 – Responsibility**

Everyone in the Ballyoran Primary School community, including pupils, their parents/carers and the staff of the school are expected to respect the rights of others to be safe.

Everyone has a responsibility to work together to:

- foster positive self-esteem
- behave towards others in a mutually respectful way
- model high standards of personal pro-social behaviour
- be alert to signs of distress and other possible indications of bullying behaviour
- inform the school of any concerns relating to bullying behaviour
- refrain from becoming involved in any kind of bullying behaviour, even at the risk of incurring temporary unpopularity.
- refrain from retaliating to any form of bullying behaviour
- intervene to support any person who is being bullied, unless it is unsafe to do so.
- report any concerns or instances of bullying behaviour witnessed or suspected, to a member of staff.
- emphasise the importance of seeking help from a trusted adult about bullying behaviour when it happens or is observed
- explain the implications of allowing the bullying behaviour to continue unchecked, for themselves and/or others.
- listen sensitively to anyone who has been bullied, take what is said seriously, and provide reassurance that appropriate action will be taken
- know how to seek support – internal and external
- resolve difficulties in restorative ways to prevent recurring bullying behaviour and meet the needs of all parties

## **Section 8 – Reporting a Bullying Concern**

At Ballyoran Primary School we aim to promote a strong anti-bullying ethos within the school and the wider school community. In this climate we ensure pupils, parents and anyone else with concerns can make these known to the school. Pupils will be encouraged to raise concerns with any member of staff, including teaching and non-teaching staff.

### **Pupils reporting a concern**

At Ballyoran Primary School pupils can raise concerns by either:

- Verbally talking to a member of staff
- By writing a note to a member of staff
- By posting a comment in a 'worry box'

ANY pupil can raise a concern about bullying behaviour, not just the pupil who is experiencing this behaviour. Through the preventative work taken forward under Section 6, this message should focus on 'getting help' rather than 'telling'. As such, all pupils should be encouraged to 'get help' if they have a concern about bullying that they experience or is experienced by another.

## Parents/Carers Reporting a Concern

At Ballyoran Primary School, parents and carers can raise concerns about alleged bullying behaviour with the school at the earliest opportunity. Parents/carers are reminded of the need to encourage their children to react appropriately to bullying behaviour and to not do anything to retaliate or to 'hit back'.

Parents are reminded that whilst on school premises they should ensure they follow school protocol and NEVER address issues with a child or parent. Please follow the school procedures described below.

The process of parents/carers raising/reporting bullying concerns by:

- In the first instance, all bullying concerns should be reported to the Class Teacher
- Where the parent is not satisfied that appropriate action has been taken to prevent further incidents, or where further incidents have taken place, the concern should be reported to Vice-Principal/Principal, as applicable.
- Where the parent/carer remains unsatisfied that the concern has not been appropriately responded to, the school's Complaints Procedure should be followed. (Please refer to ***School Procedure Policy*** available on the school website)

While the majority of reports of bullying concerns will come from pupils and their parents/carers, Ballyoran Primary School is open to receiving such reports from anyone.

All reports of bullying concerns received from pupils and/or parents/carers will be responded to in line with this policy and feedback will be made to the person who made the report. **However, it must be noted that no information about actions taken in relation to a pupil can be disclosed to anyone other than the pupil and his/her parents/carers.**

## Section 9 – Responding to a Bullying Concern

The processes outlined below provide a framework for how Ballyoran Primary School will respond to any bullying concerns identified.

Using the NIABF Effective Responses to Bullying Behaviour resource, the member of staff responsible will use some /all of the following strategies:

- Clarify facts and perceptions
- Check records
- Assess the incident against the criteria for bullying behaviour
- Identify any themes or motivating factors
- Identify the type of bullying behaviour being displayed
- Identify intervention level
- Select and implement appropriate interventions for all pupils involved, including appropriate interventions, consequences and sanctions not listed in the Effective Responses to Bullying Behaviour resource
- Track, monitor and record effectiveness of interventions
- Review outcome of interventions
- Select and implement further intentions as necessary

NIABF advocates a **restorative** approach to responding to bullying behaviour. Interventions suggested in the Effective Responses to Bullying Behaviour resource will be adapted when responding to the behaviour, resolving the concern and **restoring** the wellbeing of those involved.

*When responding to a bullying concern, school staff shall implement interventions aimed at responding to the behaviour, resolving the concern and restoring the wellbeing of those involved. Where appropriate, school staff may implement sanctions for those displaying bullying behaviour. Refer to Positive Behaviour Management Policy for consequences used.*

It must be noted that information regarding any action taken regarding a pupil **cannot be disclosed to anyone** other than that pupil and his/her parents/carers

## **Section 10 – Recording**

The school will record all relevant information related to reports of bullying concerns, including:

- how the bullying behaviour was displayed (the method)
- the motivation for the behaviour
- how each incident was addressed by the school
- the outcome of the interventions employed.

All records will be maintained in line with relevant data protection legislation and guidance and will be disposed of in line with the school's Retention and Disposal of Documents Policy. Collated information regarding incidents of bullying and alleged bullying behaviour will be used to inform the future development of anti-bullying policy and practice within the school.

## **Section 11 – Professional Development of Staff**

At ballyoran Primary School we recognise the need for appropriate and adequate training for staff, including teaching and non-teaching school staff. This includes:

- staff are provided with appropriate opportunities for professional development as part of the school's ongoing CPD/PRSD provisions
- Through training on both the policy and its procedures - any amendments made, inclusions added etc. will be added to this Anti Bullying Policy and any correlated policies
- Safeguarding training are afforded to Governors and all staff – teaching and non-teaching
- CPD records will be kept and updated regularly

## **Section 12 – Links to Other Policies**

In the development and implementation of this Anti-Bullying Policy, the Board of Governors has been mindful of related policies, including:

- Positive Behaviour Policy

- Pastoral Care Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs Policy
- Health and Safety Policy
- Relationships and Sexuality Education
- E-Safety Policy & Acceptable Use of Internet Policy
- Mobile Phone Policy
- Educational Visits
- Code of Conduct for Staff and Volunteers

### **Section 13 - Monitoring and Review of Policy**

At Ballyoran Primary School we ensure we monitor the effectiveness of the Anti-Bullying Policy, the Board of Governors shall:

- maintain a standing item on the agenda of each meeting of the Board where a report on recorded incidents of bullying will be noted
- identify trends and priorities for action
- assess the effectiveness of strategies aimed at preventing bullying behaviour
- assess the effectiveness of strategies aimed at responding to bullying behaviour

This Anti-Bullying Policy shall be reviewed as required, in consultation with pupils and their parents/carers, on or before January 2026.

# Rude

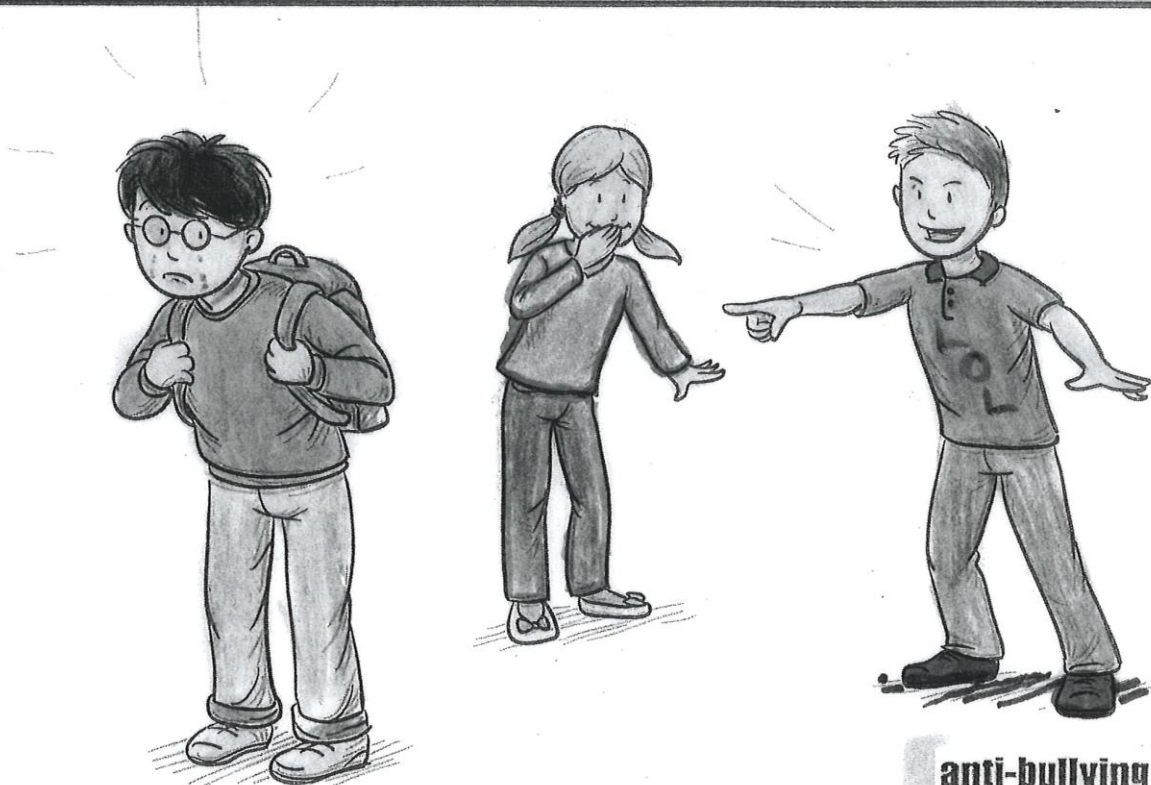
If someone says or does something that is unintentionally hurtful, and they only do it once, they are being **RUDE**.

# Mean

If someone says or does something that is intentionally hurtful, and they only do it once, they are being **MEAN**.

# Bullying

If someone says or does something that is intentionally hurtful, and they keep on doing it, even if you ask them to stop, that is **BULLYING**.



anti-bullying

Image © Shutterstock.com/Daniela Barreto



## Bullying Concern Assessment Form

	Name	Gender	Ethnicity	Class
Person(s) reporting concern		M/F		
Name of pupil(s) experiencing alleged bullying behaviour (if different from above)		M/F		
Name of pupil(s) demonstrating alleged bullying behaviour		M/F		

**Date of Incident:**

**Location of Incident:**

- Classroom
   
  Corridor  
 Playground
   
  Other (please state) \_\_\_\_\_

**Type of Incident:**

- Physical bullying (included jostling, physical intimidation, interfering with personal property, punching/kicking, any other physical contact which may include use of weapons)  
 Verbal bullying (includes name calling, insults, jokes, threats, spreading rumours)  
 Indirect bullying (includes isolation, refusal to work with/talk to/play with/help others)  
 Written bullying  
 Electronic/Cyber bullying  
 Other Please specify \_\_\_\_\_

**Motivation/Theme**

- |   |   |
|---|---|
| <input type="checkbox"/> Age<br><input type="checkbox"/> Appearance<br><input type="checkbox"/> Breakdown in peer relationships<br><input type="checkbox"/> Race<br><input type="checkbox"/> Cultural<br><input type="checkbox"/> Religion<br><input type="checkbox"/> Political Affiliation<br><input type="checkbox"/> Community Background | <input type="checkbox"/> Gender Identity<br><input type="checkbox"/> Sexual Orientation<br><input type="checkbox"/> Family Circumstances<br><input type="checkbox"/> LAC<br><input type="checkbox"/> Disability<br><input type="checkbox"/> Ability<br><input type="checkbox"/> SEN<br><input type="checkbox"/> Other please specify: _____<br><input type="checkbox"/> Not known |
|---|---|

**Details of Incident:**

**Any previous recorded incidents in relation to pupils**

**Assessment**

Socially unacceptable behaviour becomes bullying behaviour when on the basis of the information gathered the criteria listed below have been met:

- |   |        |
|---|--------|
| Is the behaviour intentional?                                     | Yes/No |
| Is the behaviour targeted at a specific pupil or group of pupils? | Yes/No |
| Is the behaviour repeated?  | Yes/No |
| Is the behaviour causing physical or emotional harm?              | Yes/No |
| Does the behaviour involve omission?                              | Yes/No |

**Yes the above criteria have been met and bullying behaviour has occurred**

**Type of action/support for child(s) who has experienced bullying behaviour (please tick all that apply)**

- Discussion of the incident with peers/class
- Defined ongoing support/monitoring from staff
- Parent involvement (please specify) \_\_\_\_\_
- Mentoring/Counselling (please specify) \_\_\_\_\_
- Referral to other agencies (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**Type of action/support for child(s) who has been displaying bullying behaviour (please tick all that apply)**

- Discussion of the incident with peers/class
- Defined ongoing support/monitoring from staff
- Parent involvement (please specify) \_\_\_\_\_
- Mentoring/Counselling (please specify) \_\_\_\_\_
- Referral to other agencies (please specify) \_\_\_\_\_
- Sanction from Positive Behaviour Management Policy (please specify) \_\_\_\_\_
- Suspension
- Other (please specify) \_\_\_\_\_

**Outcome (level of satisfaction)**

Good =1	Satisfactory = 2	Poor = 3	Unresolved = 4
Child experiencing bullying behaviour			
Parents of above child			
Child who has displayed bullying behaviour			
Parents of above child			

**Any Other Relevant Information:**

**This Form is now:**

- Filed in Pupil Files in office
- Filed in Child Protection Files

**Teacher completing this form:**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Member of Safeguarding Team:**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_