

# APPENDIX ii

## BEHAVIOUR INCIDENTS FORM

**For use when investigating allegations of bullying & behaviours linked to the Protected Characteristics.**

**DATE INCIDENT OCCURRED:**

**DATE REPORTED:**

<b><u>DETAILS OF THOSE DISPLAYING BEHAVIOUR.</u></b>					
NAME	YEAR GROUP	GENDER	ETHNICITY	SEND	OTHER INFORMATION
	EY/1/2/3/4/5/6	M / F		Y / N	
	EY/1/2/3/4/5/6	M / F		Y / N	
	EY/1/2/3/4/5/6	M / F		Y / N	
	EY/1/2/3/4/5/6	M / F		Y / N	
TOTAL NUMBER OF PUPILS DISPLAYING BEHAVIOUR					
<b><u>DETAILS OF THOSE EXPERIENCING BEHAVIOUR.</u></b>					
NAME	YEAR GROUP	GENDER	ETHNICITY	SEND	OTHER INFORMATION
	EY/1/2/3/4/5/6	M / F		Y / N	
	EY/1/2/3/4/5/6	M / F		Y / N	
	EY/1/2/3/4/5/6	M / F		Y / N	
	EY/1/2/3/4/5/6	M / F		Y / N	
TOTAL NUMBER OF PUPILS EXPERIENCING BEHAVIOUR					

**TYPE /NATURE OF INCIDENT (please circle)**

WRITTEN / PHYSICAL / VERBAL / INCITEMENT / ISOLATION / CYBER / PROPERTY DAMAGE / OTHER

IF OTHER PLEASE STATE: \_\_\_\_\_

**PLEASE INDICATE (circle) IF THERE IS ANY SUSPICION THAT THE BEHAVIOUR WAS INFULENCED BY PROTECTED CHARACTERISTICS:**

AGE / APPEARANCE / RACE / GENDER / SEXUAL ORIENTATION / DISABILITY / AGE / RELIGION / CLASS / SEN

IF OTHER PLEASE STATE: \_\_\_\_\_

<b><u>DETAILS OF THE INCIDENT</u></b>	
WHEN DID THE INCIDENT OCCUR? (Circle all that apply).	BEFORE SCHOOL / AFTER SCHOOL / DURING CLASS / BREAKTIME / LUNCHTIME / OTHER PLEASE STATE: _____
WHERE DID THE INCIDENT OCCUR? (Circle all that apply).	CLASSROOM / PLAYGROUND / FIELD / OUT OF SCHOOL / WITHIN THE COMMUNITY / UNKNOWN / OTHER PLEASE STATE: _____

## **APPENDIX ii**

BRIEF EXPLANATION OF INCIDENT	
----------------------------------	--

### **WHAT ACTION WAS TAKEN?**

PLEASE INDICATE (delete as appropriate) WHICH ACTIONS WERE CARRIED OUT FOLLOWING THE INCIDENT:

INTERVIEWED PUPILS INVOLVED

INFORMED PARENTS CONCERNED PHONE / EMAIL / IN PERSON

<b>WHAT ACTION WAS TAKEN FOR THOSE DISPLAYING THE BEHAVIOUR?</b>	<b>WHAT ACTION WAS TAKEN FOR THESE EXPERIENCING THE BEHAVIOUR?</b>
<b>REVIEW DATE:</b>	<b>REVIEW DATE:</b>
<b>FURTHER ACTION TAKEN</b>	<b>FURTHER ACTION TAKEN</b>

### **ANY OTHER PREVENTATIVE WORK TO BE CARRIED OUT.**

WHOLE SCHOOL / CLASS / GROUP WORK / INDIVIDUAL / OTHER PLEASE STATE: \_\_\_\_\_

**NAME & SIGNATURE OF STAFF MEMBER WHO INITIALLY DEALT WITH / REPORTED THE INCIDENT:**

\_\_\_\_\_

**NAME & SIGNATURE OF**

**HEADTEACHER:** \_\_\_\_\_