

**Appendix to the FFT anti-bullying policy
for schools whose LA does not have their own recording system
Bullying and Prejudice/Hate Incidents Form**

1. Details of those involved:

	Target(s)	Aggressor(s)
Year		
Group/Staff/Guardian or Parent/Visitor		
Ethnicity/religion (if relevant)		
Disability or SEN?		
Gender		
Child in Care (CiC)?		

2. Type of incident (please highlight all that apply):

See <https://new.devon.gov.uk/equality/reportincidents/schools> 'what is a prejudice/hate incident' for further guidance.

Visual/written	Verbal	Damage to property
Physical (*)	Cyber	Incitement
Threat with a weapon (*)	Segregation	Theft or extortion
Racism	Homophobia/biphobia	Sexism/Sexual harassment
Disability related	Religion or belief related	Gender identity related
Related to the target's perceived characteristics	Related to the perceived characteristics of some the target associates with (family member, friend, etc)	Persistent Bullying Other (please describe below):

(*) Serious offences include: assault, possession of a weapon/firearm, blade or controlled drugs, abduction, slavery, and sexual abuse (including publishing obscenities). Could the incident be regarded as a serious offence? If yes, you must report it to the police.

If yes, date police notified	Incident log:

3. Description of the incident(s)?

When did it happen? (date & time)	Where did it happen?	Summarise what happened and whether there were witnesses, participants and bystanders:

4. Appropriate action agreed to be taken (please highlight all relevant):

With the aggressor(s)	With the target(s)	With the school
Apology to the target(s)	Comfort and reassurance	Staff/governance volunteer training
Awareness raising (behaviour unacceptable/valuing diversity)	Buddying, mentoring or peer support	Class/peer group workshop
Restorative justice	Counselling	Assembly subject
Disciplinary action	Referral to specialist help/agency	Review of curriculum or policy
Notify parent/guardian	Notify parent/guardian	Campaign e.g. posters
Suspension/Exclusion	Medical treatment	Letter to parents/guardians
Notified police (if criminal activity/serious offence)	Set review dates	Initiative with learning community/LA
Other (please describe below)	Other (please describe below)	Other (please describe below)

5. Repeat incidents:

Highlight if this is a repeated incident	Yes / No
Date(s) of previous incident(s):	

6. Other relevant information:

Describe any other relevant information: if it has stopped, details of changes made, other people or agencies involved, information about the target and aggressor's relationship, educational needs or attendance record, things that could have influenced the incident such as world events or media coverage:

Form completed by:

Name	Position	Date

Please upload the completed form in your safeguarding system (e.g. CPOMS, MyConcern, etc).