

### Appendix 3

#### Template for recording bullying behaviour

1. Name of pupil being bullied and class group:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

2. Name and class(es) of pupil(s) engaged in bullying behaviour:

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3. Source of bullying concern/report \*

(tick relevant box(es))

Pupil concerned	
Other pupil	
Parent	
Teacher	
Other	

4. Location of incidents \*

(tick relevant box(es))

Playground	
Classroom	
Corridor	
Toilets	
School Bus	
Other	

5. Name of person(s) who reported the bullying concern

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6. Type of bullying behaviour \*

(tick relevant box(es))

Physical Aggression		Cyber-bullying	
Damage to Property		Intimidation	
Isolation/Exclusion		Malicious Gossip	
Name Calling		Other (specify)	

7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homophobic	Disability/SEN related	Racist	Membership of Traveller Community	Other (specify)

8. Brief Description of bullying behaviour and its impact

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9. Details of actions taken

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Signed:----- (relevant staff member)

Date:-----

Date submitted to Principal/Deputy Principal -----

\*Note: The categories listed in the tables 3, 4 & 6 are suggested and schools may add or amend these to suit their own circumstances