**Children Looked After – Bullying Incident Record**

**What is bullying?**

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems.

To be considered as bullying, the behaviour must be aggressive and include:

* **An Imbalance of Power:**Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
* **Repetition:**Bullying behaviours happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

**Verbal bullying** is saying or writing mean things. Verbal bullying includes:

* Teasing
* Name-calling
* Inappropriate sexual comments
* Threatening to cause harm

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:

* + Leaving someone out on purpose
  + Telling other children not to be friends with someone
  + Spreading rumours about someone
  + Embarrassing someone in public

**Physical bullying**involves hurting a person’s body or possessions. Physical bullying includes:

* + Hitting/kicking/pinching
  + Spitting
  + Tripping/pushing
  + Taking or breaking someone’s things
  + Making mean or rude hand gestures

**Signs a child is being bullied**

Look for changes in the child. However, be aware that not all children who are bullied exhibit warning signs.

Some signs that may point to a bullying problem are:

* Unexplainable injuries
* Lost or destroyed clothing, books, electronics, or jewellery
* Frequent headaches or stomach aches, [feeling sick or faking illness](https://www.stopbullying.gov/blog/2017/01/17/protecting-youth-bullying-role-pediatrician)
* Changes in eating habits, like suddenly skipping meals or binge eating. Kids may come home from school hungry because they did not eat lunch.
* Difficulty sleeping or frequent nightmares
* Declining grades, loss of interest in schoolwork, or not wanting to go to school
* Sudden loss of friends or avoidance of social situations
* Feelings of helplessness or decreased self esteem
* Self-destructive behaviours such as running away from home, harming themselves, or talking about suicide

**Signs a child is bullying others**

Kids may be bullying others if they:

* Get into physical or verbal fights
* Have friends who bully others
* Are increasingly aggressive
* Get sent to the principal’s office or to detention frequently
* Have unexplained extra money or new belongings
* Blame others for their problems
* Don’t accept responsibility for their actions
* Are competitive and worry about their reputation or popularity

**Reporting Bullying**

You should report bullying to your school in the first place - or someone you trust if it happens outside school, for example in a club or online.

 Inform the police if the bullying involves a crime.

**To report an incident of bullying, please complete the form below:**

**Bullying incident report form**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Incident details** | | | | | | | | | | |
| Date of incident |  | | | Time of incident | | | | |  | |
| Location / event |  | | | | | | | | | |
| Person reporting the bullying | 🞎 Student 🞎 Parent 🞎 Staff Member  🞎 Other/Specify: | | | | | | | | | |
| Name of person being bullied |  | | | | | | | | | |
| Did you witness the event? | 🞎 Yes 🞎 No | | | | | | | | | |
| School attended by young person |  | | | | | | | | | |
| Where did the incident occur? | 🞎 | School | 🞎 | | Home | | 🞎 | | | After school club |
| 🞎 | Other (specify): | | | | | | | | |
| **Nature / type of incident**  🞎 **Physical Bullying** - hitting, kicking, pinching, shoving, spitting, tripping/pushing, taking, or breaking someone’s thing, making mean or rude hand gestures, other physical aggression  🞎 **Verbal Bullying –** teasing, name calling, put downs, or other behaviour (in person or online) that would hurt other’s feelings or make them feel bad  🞎 **Social Bullying –** leaving someone out on purpose, telling other young people not to be friends with anyone, spreading rumours about someone, embarrassing someone in public | | | | | | | | | | |
| Are there indications that the incident was motivated by any of these? Tick all that apply | 🞎 | General appearance / demeanour | | | | 🞎 | | Race / ethnic origin | | |
| 🞎 | Disability / SEN | | | | 🞎 | | Sexual orientation | | |
| 🞎 | Gender / sexism | | | | 🞎 | | Home circumstances | | |
| 🞎 | Religion | | | | 🞎 | | Sports ability | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Individuals involved** | | | | |
|  | **Name of person being bullied** | **Gender\*** | **Age** | **Role\*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
|  | **Name of alleged bully** |  |  |  |
| 1 |  |  |  |  |
| 3 |  |  |  |  |
| 3 |  |  |  |  |
| \* Gender: **F** – Female / **M** – Male / **NB** – Non-binary / Another – please write in | | | | |
| \* Role: **V** – Victim / **R** – Ringleader / **A** – Associate / **B** – Bystander | | | | |

|  |
| --- |
| **Brief summary of incident(s)** |
|  |

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| --- |
| **Action taken** |
| Include any sanctions, exclusions, parental involvement, or involvement with external agencies. |
|  |

|  |  |
| --- | --- |
| **Declaration** | |
| Form completed by  (print your name) |  |
| Your signature | 🗶 |
| Today’s date |  |

**PLEASE EMAIL THE COMPLETED REPORT TO:**

[**virtualschool@camden.gov.uk**](mailto:virtualschool@camden.gov.uk)

For further information/guidance on ‘Bullying’, please visit

[Bullying at school: Reporting bullying - GOV.UK (www.gov.uk)](https://www.gov.uk/bullying-at-school/reporting-bullying)