

Bullying Procedure

Reporting incidents of bullying involving looked after children

A guide for Children's Social Care, Schools, Carers and other agencies and services supporting children who become looked after

This guide is essential reading for:

- Designated Teachers
- Social Workers

Procedure for reporting incidents of bullying

This procedure is to be followed for all incidents of bullying, including racist incidents, involving children who are looked after by Slough Children's Services Trust.

When schools become aware of an incident of bullying involving a child who is looked after by Slough Children's Services Trust they must inform Slough Virtual School within one working day.

This covers all forms of bullying – including racist incidents – whether the looked after child is considered to be the victim or perpetrator.

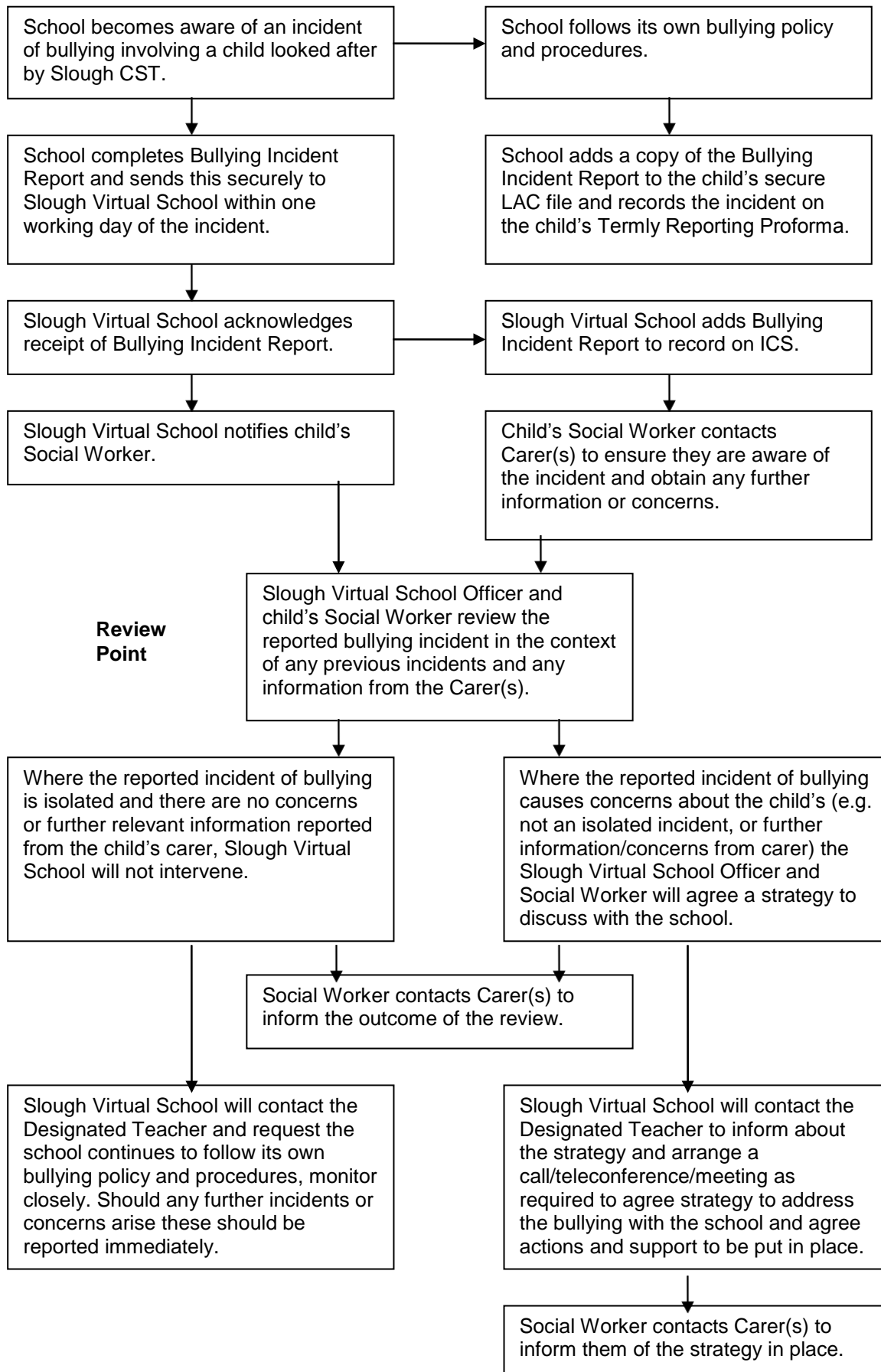
When a school becomes aware of an incident of bullying involving a child looked after by Slough Children's Services Trust it must follow Procedure A.

When a carer becomes aware of an incident of bullying involving a child looked after by Slough Children's Services Trust s/he must follow Procedure B, which then links to Procedure A once the school is aware of the incident.

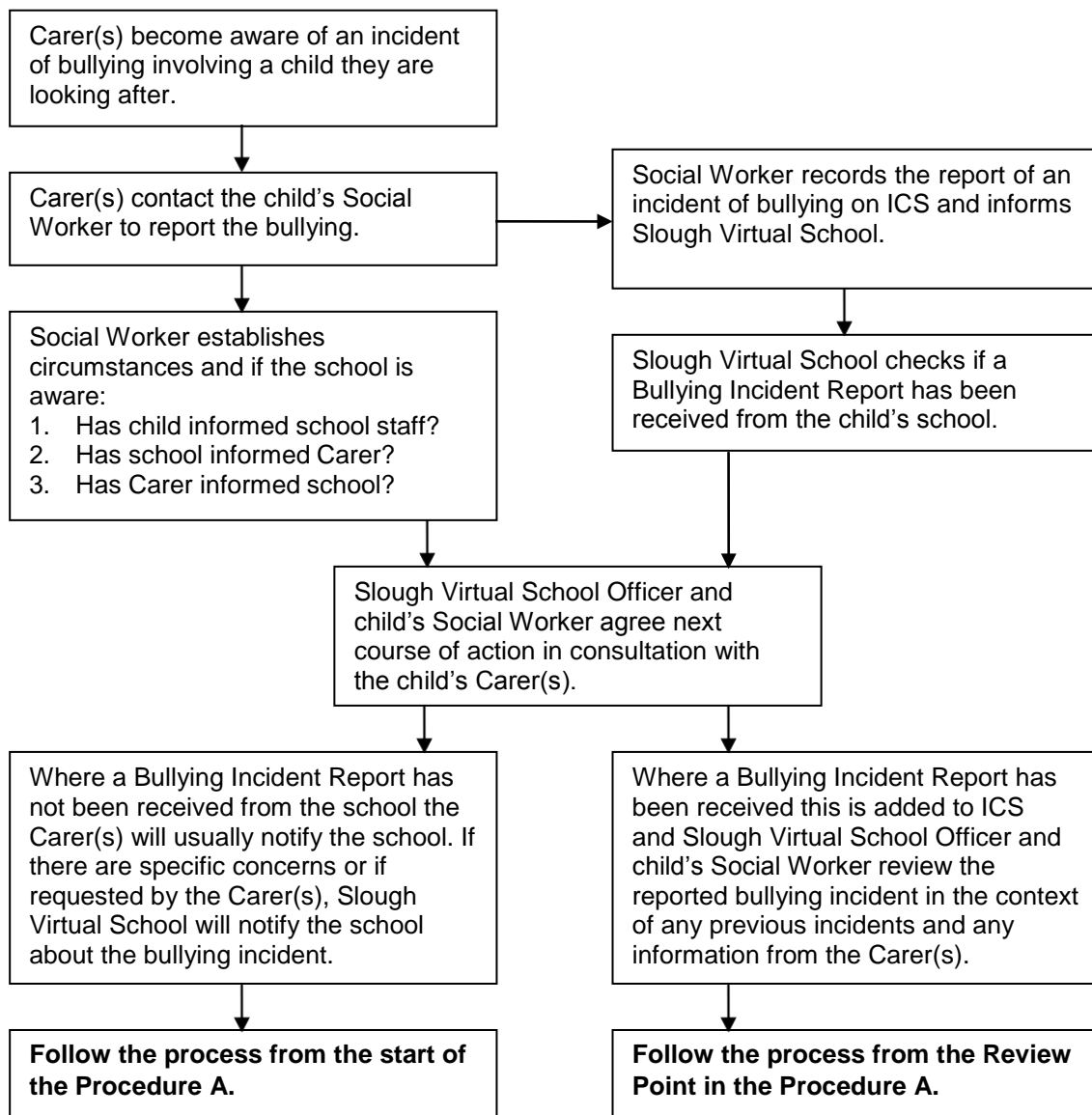
In addition to the school following its own bullying policy and procedures it must also complete a **Bullying Incident Report** on the standard proforma (at the end of this procedure and available separately) and send this to the Virtual School within one working day using secure means. A copy of this Bullying Incident Report must also be retained on the child's looked after child file, which is secure and separate from the main pupil file for the child.

The school must also record the incident on the child's Termly Reporting Proforma.

Procedure A: School becomes aware of an incident of bullying



Procedure B: Carer becomes aware of an incident of bullying

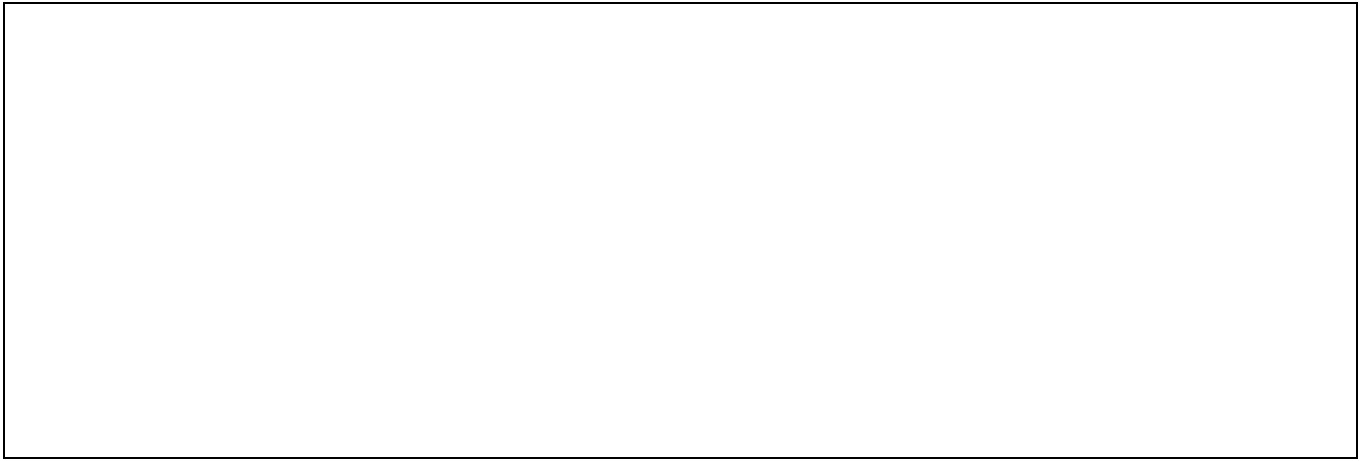


Slough Virtual School – Bullying Incident Report

This form is to be completed for all bullying incidents that involve a child looked after by Slough Children's Services Trust

CONFIDENTIAL ONCE COMPLETED

Name of School		Address			
Name of Designated Teacher		Contact telephone and email		Name of Social Worker	
Name of pupil		UPN		Incident Victim/Perpetrator	
Year Group	Gender		Ethnicity (racial bullying only)	Religion (religious bullying only)	
Type of bullying (please indicate all that apply)					
Verbal	Non-verbal	Physical	Social media	Text message	Other (please specify)
Motivation for bullying (please indicate all that apply)					
Gender	Sexual orientation	Racial	SEN or Disability	Religious	Other (please specify)
Location of the incident/s?			When did the bullying begin?		
Description of what happened/is happening and who was/is doing the bullying. If there is/was more than one perpetrator involved describe their roles. Please describe exactly what was written, said or done and do not describe actions, behaviour or words as <i>appropriate</i> or <i>inappropriate</i>.					



Were there any witnesses to the incident/s? Please provide details.	
How often is the bullying taking place?	
Was the pupil physically hurt? Was first aid or medical assistance needed?	
Has the school informed the pupil's Carer(s) of the bullying? Or was the school informed by the Carer(s)? Please provide details.	
Has the school, pupil or Carer(s) reported the bullying to anyone else (e.g. other school staff, police, other agencies)? Please provide full details.	
How does the pupil feel now that the bullying has been reported?	
Details of action the school has taken with dates, including impact/support to pupil/reporting to others/dealing with perpetrator	
Name of Person completing this form	Position at school
Date	Contact telephone and email address

**Send this form to Slough Virtual School by secure means within one working day
Retain a copy on the pupil's secure looked after child file**