



Slough Virtual School

Reporting incidents of bullying involving children looked after



Policy Summary

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 and Social Workers

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Procedure for reporting incidents of bullying and cyber 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 (SCST). This policy is dependent on good communication of all parties involved.

We use the NSPCC definition of bullying and cyber bullying and their guidance.

https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/

When schools become aware of an incident of bullying involving a child who is looked after by SCST 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 alleged victim or perpetrator.

When a school or carer becomes aware of an incident of bullying involving a child looked after by SCST it must follow Procedure A.

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.

We advocate a restorative approach in any follow up after bullying or cyber bullying.

Procedure A: School becomes aware of an incident of bullying Carer becomes aware of an alleged incident of Informs social worker/school/Virtual School bullying involving a child looked after by SCST School becomes aware of an alleged incident of School follows its own bullying policy and bullying involving a child looked after by SCST procedure School completes Bullying Incident Report and School adds copy of Bullying Incident Report to sends this securely to Virtual Head, Social the child's secure LAC file and records incident Worker within one working day of the incident on the child's Termly Reporting Proforma Slough Virtual School acknowledges receipt of Slough Virtual School adds Bullying Incident **Bullying Incident Report** Report to child's record on ICS they are aware of the incident and obtain any further information or concerns Slough Virtual School officer and child's social **REVIEW** worker review the reported bullying incident in **POINT** the context of any previous incidents and any information from the carer Where the reported incident of bullying causes Where the reported incident of bullying is concerns about the child's (e.g. not an isolated isolated and there are no concerns or further incident, or further information /concerns from relevant information reported from the child's the carer), the Slough Virtual School Officer and carer, Slough Virtual School will not intervene Social Worker will agree a strategy to discuss with the school Social worker contacts carer to inform the outcome of the review Where the reported incident of bullying causes

Slough virtual School will contact the
Designated Teacher and request the school
continues to follow its own bullying procedures
and policies, monitor closely. Should any
further incidents or concerns arise, these
should be reported immediately

Where the reported incident of bullying causes
concerns about the child's (e.g. not an isolated
incident, or further information /concerns from
the carer), the Slough Virtual School Officer and
Social Worker will agree a strategy to discuss
with the school

Social worker contacts carer to inform hem of the strategy in place

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	Address				
Name of Designated Teacher Contact telepho				one and email Name of Social Worker					
Name of pupil Year Group Gender			UPN		Alleged Incident Victim/Perpetrator				
Year Group		Gender		Ethnicity (racial bullying or	nly)	Religio (religiou	on us bullying only	y)	
Type of bullying (Verbal	(please inc		hat apply) Physical	Social media	Text me	ssage	Other (please specify)		
Motivation for bu Gender	Ilying (ple Sexual orientation		ate all that apply) Racial	SEN or Disability	Religiou	s	Other (please specify)		
Location of the in	cident/s?			When did the bu	ıllying beg	in?			

Description of what happened/is happening and who was/is doing the bullying. If there is/was more than one alleged perpetrator involved describe their roles. Please describe exactly what was written, said or done
Do not describe actions, behaviour or words such as appropriate or inappropriate.
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					
Gend 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						