



Hawkinge Primary School Anti-Bullying Incident Record

Our agreed definition of bullying is: **Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally.**

Date of incident: _____ / _____ / _____ Time: _____

Location: _____

<p>VICTIM</p> <p>Name _____</p> <p><input type="checkbox"/> Pupil in school? If yes, which key stage?</p> <p><input type="checkbox"/> Pupil from another school?</p> <p><input type="checkbox"/> Other (specify, e.g. parent or visitor)</p> <p>_____</p> <p><input type="checkbox"/> Involved in previous incidents? If yes, how many and when? _____</p>	<p>PERPETRATOR</p> <p>Name _____</p> <p><input type="checkbox"/> Pupil in school? If yes, which key stage?</p> <p><input type="checkbox"/> Pupil from another school?</p> <p><input type="checkbox"/> Other (specify, e.g. parent or visitor)</p> <p>_____</p> <p><input type="checkbox"/> Involved in previous incidents? If yes, how many and when? _____</p>
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What type of incident occurred?

<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Threatened assault
<input type="checkbox"/> Physical abuse	Other (please specify)

Please describe briefly what happened.

Action to be taken to deal with the incident and details of support offered to victim and perpetrator

What action(s) was / were taken to deal with the incident?

- Warning to the perpetrator
- Discussion with the perpetrator
- Mediation
- Mentoring
- Counselling
- Exclusion
- Referral to Police / other body
- Other sanction (please specify)
- Other action (please specify)
- No action

If no action was taken, why was this (e.g. allegations were unsubstantiated).....

Name of person recording this incident	
Position in school	
Name of person dealing with the incident if different from above	
Position in school	
Date of record	

HT / DHT actions / follow ups:

- Discussion with the victim's parent(s) / guardian / carer
- Discussion with the perpetrator's parent(s) / guardian / carer