



**Berry Hill Primary and Nursery School**  
**Alleged Bullying Report Form**

This form can be completed by school staff or parents and given to the child's teacher or the Headteacher.

I believe that \_\_\_\_\_ (child's name), Age \_\_\_ may be the victim of bullying.

Today's date:

Name of person submitting this form:

Form of Referral (circle one):   Phone call   Letter   In-person meeting   Email

Bullying is when someone is verbally or physically threatened, hurt or upset by another child or group of children

***Several Times On Purpose (STOP)***

Describe your concerns here, using a separate page if needed. Try to give specific instances, with dates if possible.

Name(s) of alleged perpetrator(s) and Age(s):



**Berry Hill Primary and Nursery School**  
**Bullying Action Form (to be completed by school staff)**

Your name:									
Date alleged bullying report form received:									
Details gathered to date:									
Target's account, feelings and wishes:									
Alleged perpetrator's account:									
Bystanders' or others' views:									
Is this a prejudice related incident? If so, please report appropriately using CPOMs (choose appropriate toggle)									
Action taken (please tick all that apply):									
	Individual discussions with children involved		Discussion of incident with peers / class		Applied Sanctions (write specifics on next page)		Class teacher notified		Group discussion with pupils involved
	Checked for earlier incidents involving same pupils		On-going support / monitoring from staff (Anti-bullying lead)		Restorative intervention		Details of action agreed with pupils		Parent letter /meeting



Intended outcome:

Monitoring report:



## Factors to help determine if incident constitutes bullying

- ☐ Incident was bullying if all 3 warnings below are confirmed
  - o Hurt has been deliberately/knownly caused (physically or emotionally)
  - o It is a repeated incident or experience or the involvement of a group
  - o Involves an imbalance of power:
    - target feels s/he cannot defend her/himself, or
    - perpetrator/s exploiting their power (size, age, popularity, coolness, abusive language, labelling/name calling, etc.)
  
- ☐ Incident was cyberbullying if messages of an intimidating, humiliating or threatening nature were sent or left on a social networking site
  
- ☐ Incident was not bullying on this occasion because it was:
  - o the first hurtful incident between these children
  - o teasing/banter between friends without intention to cause hurt
  - o falling out between friends after a quarrel, disagreement or misunderstanding
  - o conflict that got out of hand
  - o activities that all parties have consented to and enjoyed (check for coercion)

### Focus of bullying behaviour

Please tick all elements which apply in your understanding of the incident(s) and record specific language:

	Definitely Applies	Possibly Applies
Age/ Maturity		
Appearance		
Size/weight		
Class/Socio-economic		
Family circumstance (e.g. caring role)		
Ethnicity/Race		
Religion/Belief Ability/application		
Gender		
Transphobia/Gender identity		
Homophobia/sexuality		
Sexualised		
SEN and Disability		

Details of support given:

Counselling	Referral to CAHMS	None – offered but refused
Peer support	Referral to external agencies	None required at this time
	Nurture provision	



### Supportive script for initial investigation into an alleged incident

1. Describe what happened?
2. Exactly where and when did the incident take place?
3. Were there any other young people around at the time, if so who?
4. Was there an adult around at the time, if so who?
5. Do you know the names of the people who were involved?
6. What were you doing before the incident took place?
7. Can you remember exactly what happened or what was said?
8. What happened next?
9. Has this happened before?
10. What would you like to happen now?