

Poplar Farm School - Record of Bullying / Racist Incident – Report Form



Incident Type: Bullying ☐ Racism ☐

Date Incident Reported : _____

Details of Those Allegedly Involved:

<u>Name</u>	<u>Perpetrator (P) or Victim (V)</u>	<u>Age</u>	<u>Gender (M or F)</u>	<u>Ethnicity (see below for Codes)</u>	<u>Religion (see below for Codes)</u>

Type / Nature of Incident

<u>Written</u> Eg: graffiti, notes, letters, writing on jotters, written threats, ridicule through drawing etc		<u>Isolation</u> Shunned by peers, rejected, left out of groups or activities, 'sent to Coventry' etc	
<u>Verbal</u> Eg: name calling, threatened, extreme sarcasm, discriminatory comments etc		<u>Incitement</u> Encouraging others to bully, repeatedly behaving in a discriminatory manner, repeatedly wearing discriminatory insignia such as racist badges etc	
<u>Physical</u> Pushing, shoving, fighting, tripping up etc		<u>Using Technology</u> Anonymous phone calls, offensive / threatening text messages / emails	
<u>Damage to Property</u> Theft of bags, clothes, money, tearing clothes, ripping books etc		<u>Other</u> Please specify	

Please tick if there is / was any suspicion that the alleged incident may have been influenced by any of the following (you may wish to tick more than 1 box)

Race		Social Class		Disability	
Gender		Sexual Orientation		Other: Please Specify	

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When Did the Incident Occur?

Before Start of Poplar Farm		During Lessons		During Morning Break	
At Lunchtime		During Morning Break		After Poplar Farm	
Other: Please Specify					

Where Did the Incident Occur?

In Class		In Poplar Farm (not classroom)		Outside Poplar Farm	
In Poplar Farm Grounds		Other: Please Specify			

Who Reported the Incident?

<u>Reported By:</u>	<u>Insert</u> ✓	<u>Please Give Full Name(s)</u>
Victim(s)		
Other Pupil		
Visitor		
Parent / Carer		
Member of Staff		
Other: Please Specify		

Please Indicate the Investigative Procedures Carried Out

Investigated Incident		Interviewed Pupils	
Interviewed Parents of Victim(s)		Interviewed Parents of Perpetrator(s)	
Other: Please Specify			

After Investigation, Was the Allegation Substantiated?

YES ☐ NO ☐

Signed: _____ (Staff Member)

Date : _____

Please pass a copy of this form to the Head of School. Thank you.

Codes

Ethnicity of perpetrator(s) and victim(s)

B	Bangladeshi	I	Indian
BA	Black African	MP	Mixed Parentage
BC	Black Caribbean	O	Other
BO	Black Other	P	Pakistani
C	Chinese	SW	White Scottish
E	English	W	White Other
GT	Gypsy/Traveller	U	Unknown

Religion: of perpetrator(s) and victim(s)

B	Buddhist	M	Muslim
C	Christian (Other than Roman Catholic)	N	no religion
H	Hindu	RC	Roman Catholic
J	Jewish	S	Sikh
JW	Jehovah's Witness	O	Other