

REPORTING AND RECORDING BULLYING

**A SHORT GUIDE FOR
SCHOOLS AND SETTINGS**



No whole-school anti-bullying approach can be effective without a good quality bullying reporting and recording system. This short guide aims to help you achieve this and demonstrates what data you should be collecting.

HOW DO PUPILS REPORT BULLYING?

To encourage pupils to report bullying to you:

- Ensure all school staff and parents know how to report bullying and whom to speak to
- Ensure you have more than one method e.g. a worry box, an app/email
- Pupils should be able to report discreetly to ensure other pupils aren't unnecessarily involved
- Consider anonymous reporting options where possible unless there is a potential safeguarding issue. For example, many apps allow pupils to report anonymously, and schools are able to override that and schools should be able to override this if any concerns arise
- Ensure you have considered all pupils access needs. Including pupils with SEND, those without electronic devices and those with English as an additional language
- Publicise how to report bullying widely and think creatively. For example consider posters on the back of toilet doors, QR codes (where appropriate), written into school materials and on the school website

When pupils report bullying to you:

- It should be clearly communicated that they had done the right thing and that the matter will be dealt with urgently
- React in a measured way, try not to be shocked or overreact. Also aim to avoid belittling or downplaying the issue
- Staff should be discreet about the situation to avoid making other pupils aware
- They should be made aware of what will happen next and given timeframes to avoid anxiety about what others know about the situation
- They should be involved in deciding the best course of action
- You should provide a quiet place for pupils to tell you about what happened in their own time and with any support they might need
- Consider if there are safeguarding issues and act according to your safeguarding policies

USING DATA TO UNDERSTAND BULLYING IN YOUR SCHOOL

Schools should have a systematic way of recording bullying. We recommend that this system is an online system. Keeping records of bullying incidents will enable you to:

- Manage individual cases effectively
- Monitor and evaluate how effective your strategies are
- Demonstrate decision making processes

OUR CHECKLIST: WHAT SHOULD YOU RECORD?

We developed this checklist to help you capture the right data about reports of bullying to help you:

- with record keeping
- to fully understand incidents
- to use the data to understand patterns of behaviour and hotspots in your school or setting which will help to improve your anti-bullying strategy
- to provide information about bullying to school governors, staff, parents and carers and Ofsted, Estyn or ETI

This checklist was developed by the Anti-Bullying Alliance to help support you to ensure your recording system captures information that helps stop bullying from occurring and gives you information about patterns of behaviour in your school. It will also help you to provide data reports to school governors, staff, parents and Ofsted, ETI or Estyn.

In addition to the information in this checklist you should also capture what happened, how you responded, reviewing the response, how pupils felt after and (importantly) if the bullying stopped. [You can find our tool for schools about responding to bullying here.](#)

ITEM	DETAILS AND WHY IS THIS IMPORTANT?	✓/✗
1) Pupils involved		
2) Date reported		
3) Date/s of incidents		
4) Was the reported incident bullying or not? How did you come to that decision?	Record every report of bullying and not just everything you decide IS bullying. Record your rationale. This is important so you can track if there is a misunderstanding between yourself, staff, parents and pupils relating to the definition of bullying. It also allows you to pick up repeated incidents (especially for pupils in secondary schools seeing multiple staff a week) and means you have evidence about rationale in case you need to justify decisions.	

5) Target pupil's characteristic/s:	Include the option to select multiple options. This will help you understand if some groups of children are more likely to be bullied than others	
■ Sex		
■ Free school meall status		
■ Age/year group		
■ SEND status		
■ Looked after children		
■ Young carer		
■ Ethnicity		
■ English as an additional language		
■ Religion		
6) Is it a safeguarding incident?	This should trigger an immediate response from your DSL.	
7) Type of bullying:	Include the option to select multiple options. Capturing this data will help you understand if you have a particular issue with types of bullying.	
■ Verbal		
■ Physical		
■ Psychological (e.g. rumour spreading, false friendships etc.)		
8) Characteristics of the bullying:	Include the option to select multiple characteristics. Capturing this data will help you understand if you have a problem with a particular kind of bullying.	
■ Disabilist		
■ Homophobic or biphobic		

<ul style="list-style-type: none"> ■ Transphobic 		
<ul style="list-style-type: none"> ■ Sexist 		
<ul style="list-style-type: none"> ■ Sexual 		
<ul style="list-style-type: none"> ■ Appearance targeted 		
<ul style="list-style-type: none"> ■ Racist 		
<p>9) Where the bullying took place:</p>	<p>Include the option to select multiple options. Capturing this data will help you to understand if there are bullying hotspots, areas of the school that need more supervision, a problem with online bullying and/or a problem on home to school transport.</p>	
<ul style="list-style-type: none"> ■ On school site 	<p>Include a list of areas in the schools to choose from inc. by toilets, in classroom, in particular parts of the playground or corridors.</p>	
<ul style="list-style-type: none"> ■ On the way to and/or from school 	<p>Provide a space to write what journey to help you see if there's a problem with a particular journey.</p>	
<ul style="list-style-type: none"> ■ Online 	<p>Provide space to write which journeys/routes are reported to ensure there are no problems with a particular journey/route.</p>	
<ul style="list-style-type: none"> ■ Other 		

