SEEMiSGroup

Enabling Digital
Information for Education

Bullying & Equalities
Update Release
August 2018

This Technical Guidance should be read in
conjunction with the
'Supplementary Guidance on Recording and
Monitoring of Bullying Incidents in Schools'
https://beta.gov.scot/publications/supplementary-
guidance-recording-monitoring-bullying-incidents-
schools/

The Bullying & Equalities module is used to enter
and maintain details of any incidents reported to
the school.
The nature of the incident along with motivations
and actions taken can also be recorded.

Manual

Revision History

Version	Date	Comments	Name
1	08/08/2011	Initial Release	
1.1	04/11/2014	Name Change to B&E from ADM	▬▬▬
1.2	06/10/2017	Revised layout to match current house style	▬▬▬
1.3	10/07/2018	Changes as per PF00047	▬▬▬
1.4	16/07/2018	Reviewed and aligned with agreed approach	▬▬▬▬
1.5	01/08/2018	Further review of document	▬▬
1.6	09/08/2018	Updated for SG guidance	▬▬▬
1.7	13/08/18	Reviewed for release to SG guidance	▬▬▬▬
1.8	13/08/18	First amendment from SG	▬▬▬▬
1.9	16/08/18	Updated to include SG guidance	▬▬▬
2	20/08/2018	Published	▬▬▬▬
2.1	30/08/2018	Amendments to Alleged Incident	▬▬▬▬

Contents

Bullying & Equalities

Maintain Incident

The purpose of the Bullying & Equalities menu within the Click+Go application is to enter and maintain details of any alleged incidents that are reported to the school. The nature of the incident and motivations are recorded along with actions taken.

> **Government guidance**
>
> Bullying behaviour may be a result of prejudice that relates to perceived or actual differences. This can lead to behaviour and language that manifests as racism, sexism, homophobia, biphobia or transphobia or prejudice and discrimination towards disability or faith. It can also be based on characteristics unique to a child or young person's identity or circumstance. There is therefore a need to address the root cause of prejudice as well as respond to incidents as they arise.

- ➢ Application
- ➢ Management
- ➢ Bullying & Equalities
- ➢ Maintain Incident

To enter a new incident, complete the on screen form or edit/update an existing incident using the magnifying glass icon at the top left hand side of the screen. All fields outlined in red are mandatory and must be completed before the incident can be saved.
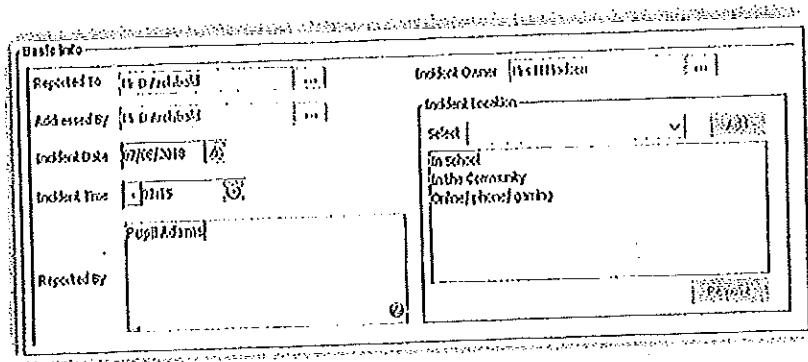
Text Fields

A blue question mark will show within the free text fields. By clicking on this symbol further information will be displayed regarding the type of information which may be required. When working in a text box, hover the mouse pointer over this symbol to display the characters available and character space left. The green bar shown at the bottom of each text box will increase in length to indicate the number of characters entered versus the number of characters available.

There is also an option of a spell check by right clicking the mouse when the pointer is over the text box.

Revised: 30/08/2018

Basic Info

The Reported To and Addressed By list displays all staff records held within the establishment.

The Incident Owner list displays all staff that have the Confidential Notes ticked within the Responsibility tab of Data Utilities > Access Control > Edit Data Settings.
Staff can be selected by clicking the ellipsis button to the right of the field.

Incident Location: Click on the drop down arrow to select a relevant Location, then click Add. Multiple items can be added if required by repeating these steps.

The Incident Location displays the following options:

Current Categories:

Changing Rooms
Corridor
In Class
In School
In the Community
Lunch Hall
Online / phone / gaming
Playground
School Grounds
School Transport
Toilets

To remove an item, click to select from the added list then click Remove.

Although it is not mandatory, an Incident Date and Time can be entered.
Click the calendar icon to add the Incident Date.
Clicking on the blue clock icon will display times at 15 minute intervals with the option of clicking on the AM opening to change it to PM as required. If the time to be entered is not available, it is possible to enter the time manually. To delete the time, click the button on the left hand side shown with a dot.

Alleged Incident

Alleged Incidents are recorded within two sections, Person(s) Experiencing, and Person(s) Displaying. Within each section, shown by the red borders, at least one of the fields requires to be completed, Pupil.[1] Multiple pupils can be added if required by holding the Ctrl key.

An ellipsis button is shown to the left of the pupils that have been added. This will display a preview of any previously saved incidents.

> Note [1] – while staff and other can be selected, the guidance recommends that the application is only used to record pupil incidents.

> Recording and monitoring of bullying incidents is essential and can provide valuable information on the scope and scale of the issue in order to guide improvements in policy and practice and inform anti-bullying interventions. In addition, the data can help identify numeric trends, specific issues around equality and diversity and other relevant data/patterns which may help schools and local authorities to address bullying incidents efficiently.

Nature of Incident

Click the drop down arrow to add the Nature of Incident, select the relevant item then click Add. Multiple items can be added if required.

To remove an item, click to select from the added list then click Remove.

If 'Other' is selected from the list and added to the incident, an additional 'Other' text box will be displayed to enable details of the 'Other' incident to be recorded.

Nature of Incident – SelectCategory
Abusive messages online/phone/gaming/social media
Being Ignored
Belongings taken or damaged
Hit, tripped, pushed or kicked
Name calling, teased, put down or threatened
Spreading rumours
Targeted because who of they are / perceived to be
Other: please specify

Perceived Reason(s) for Bullying – Select (formerly Characteristics)

Click the drop down arrow to add the Perceived Reason(s) for Bullying, select the relevant item then click Add. Multiple items can be added if required.

To remove an item, click to select from the added list then click Remove.

If 'Other' is selected from the list and added to the incident, an additional Other text box will be displayed to enable details of the 'Other' incident to be recorded.

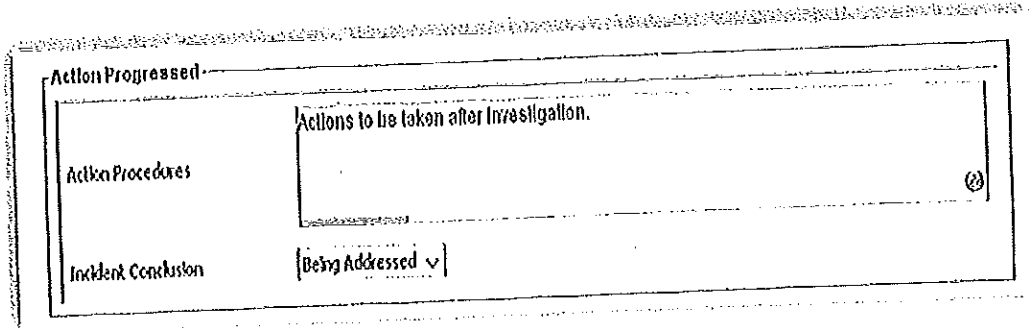| Category |
| --- |
| Actual or perceived Sexual orientation (e.g. homophobic, bi-phobic) |
| Additional support needs |
| Asylum seekers or refugee status |
| Body Image and physical appearance |
| Care Experience |
| Disability |
| Gender Identity or Trans Identity |
| Gypsy/travellers |
| Marriage/civil partnership of parents/carers or other family members |
| Mental health |
| Not known |
| Other: please specify |
| Pregnancy and maternity |
| Race and racism including culture |
| Religion or belief |
| Sectarianism |
| Sexism and gender |
| Socio-economic prejudice |
| Young carer |

> Bullying behaviour may be a result of prejudice that relates to a perceived and actual difference. This can lead to behaviour and language that could manifest into racism, sexism, homophobia, biphobia, transphobia or prejudice and discrimination towards disability or faith. Prejudice based bullying can be based on any characteristics unique to an individual's actual or perceived identity or circumstances such as their appearance or socio-economic background.

Revised: 30/08/2018

Action Progressed

Details of the investigative process carried out, as well as the conclusion, can be entered for the incident.

1. Enter the relevant details of the action progressed in the Action Procedures text box
2. Select the appropriate option from the Incident Conclusion drop down list
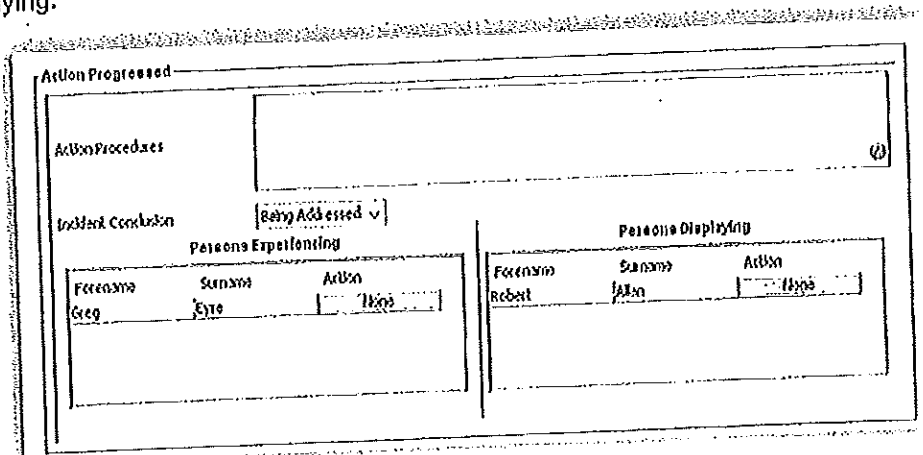
Action Progressed	
Action Procedures	Actions to be taken after investigation.
Incident Conclusion	Being Addressed ∨

It is important that the appropriate support is put in place for all children and young people involved in a bullying incident. This may be through pastoral support and could include counselling, peer support, solution oriented approaches/restorative approaches.
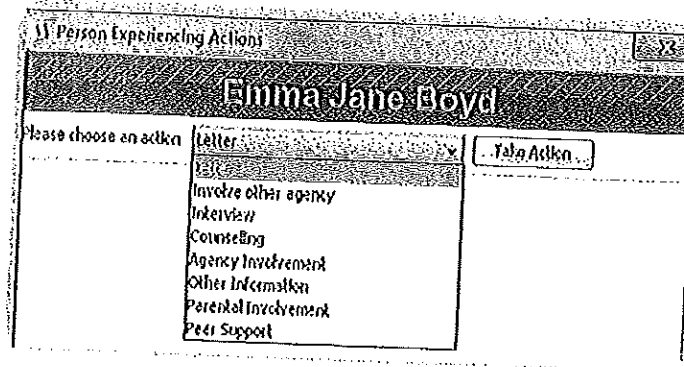
Once Saved, the Action Progressed area will display the Persons Experiencing and Persons Displaying.

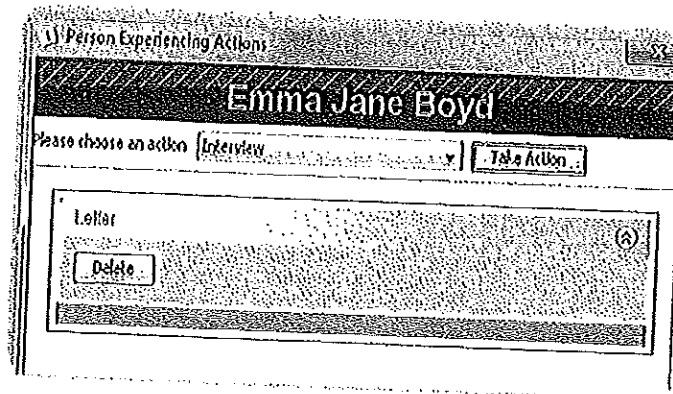| Action Progressed		
Action Procedures		
Incident Conclusion	Being Addressed ∨	
Persons Experiencing		**Persons Displaying**
Forename	Surname	Action
Greg	Eyre	None
Forename	Surname	Action
Robert	John	None

1. An action can be added by clicking the NONE button next to the name of the Persons Experiencing and Persons Displaying fields
2. A Person Experiencing Actions or Person Displaying Actions box will now appear

3. Select the appropriate option from the drop down list, click TAKE ACTION
4. Where applicable, tick that the action has been taken and enter any notes as necessary.
5. Click SAVE
6. Click CLOSE when all actions have been added

Delete an Action

1. To delete an action, click the button under Action to view the actions assigned to the Individual
2. The action(s) assigned will now be listed, click the double arrows to expand the action, this will display the delete button
3. Click DELETE to remove the action
4. Click CLOSE

Monitor/Review

The Reviewer list displays staff that have the Confidential Notes ticked within the Responsibility tab of Data Utilities > Access Control > Edit Data Settings.

There are 4 questions intended for the Person(s) Experiencing and the Person(s) Displaying. The responses available are Yes, No and N/A. To remove the selection, click the button on the left hand side shown with a dot.

Revised: 30/08/2018

Maintain an existing incident

This enables the user to update or amend an existing incident.

➤ Application
➤ Management
➤ Bullying & Equalities
➤ Maintain Incident

1. Click the magnifying glass at the top left of the screen
2. Filter if required by Date, ID, Staff or Pupil
3. Click NEW LIST
4. Click select to view the incident
5. Click to the right of the screen or double click the incident to close the filter screen
6. Make the necessary changes
7. Click SAVE

✓Tip: Any Bullying & Equalities incident information stored can be viewed in various areas within Click+Go; Pupil Profile, Pastoral Notes and Latest Pastoral Notes, and Wellbeing. Those members of staff who have access to the document management profile can only access the stored documents.

Data monitoring locally will support the improvement of targeted support and interventions that can be applied in a focussed, responsive way, recognising the unique nuances of geography and demographics.

Pupil Incident Reports

It is possible to produce a Condensed or Full Detailed Report of Bullying & Equalities incidents entered in Click+Go for the selected pupil. These reports are available in PDF format.

> Application
> Management
> Bullying & Equalities
> Pupil Incident Reports

Example of a Condensed Report

Example of a Detailed Report

The report can be printed using the icon at the top left of the screen; a description of the icons will be displayed by hovering the mouse pointer over them.

When the report has been previewed, the Back button can be used to return to the previous screen.

Incident Reports

This will display full details of the incidents including People involved in the incident that have been entered through the Maintain Incident screen with the option to print if required.

➢ Application
➢ Management
➢ Bullying & Equalities
➢ Incident Reports

Example of a Full Detail Report

Full Incident Report			13:12 Wed 15/04/14

Incident 1	Incident Date: 15/10/14	Owner: Mrs H Hastie		
Incident Types	Verbal			
Characteristics	Economic Circumstances, Family circumstances			
Reported To	Mr R Barton			
Recorded By	Sarah Smith			
Addressed By	Mr R Barton			
Incident Location	In Class			
Review	Mrs Heather Hastie (review date: 31/10/14)			
Conclusion	Resolved			
Action Procedures	Actions taken after investigation and discussion with parents			

People involved in the incident				
	Name	DoB	Stage	Actions Taken
Person Experiencing	Emma Boyd	10/10/02	S1	Letter
Person Displaying	Graeme Coyle	02/03/02	S1	Exclusion, Interview, Parental Involvement
Person Displaying	Kieran Gallagher	22/12/02	S1	Interview, Letter
Person Displaying	Scott Keenan	28/05/02	S1	Exclusion, Interview, Letter

Revised: 30/08/2018

Frequently Asked Questions

Q1 - Is there a way for Bullying & Equalities Information to pull through to Pastoral Notes?

A - When an incident has been saved, a Pastoral Note will automatically be created against the person(s) experiencing and person(s) displaying. It will not show full details of the incident as staff members who can access Pastoral Notes may not have access to Bullying & Equalities. If a note has not been created automatically, it may be that the Incident Conclusion was changed to Unfounded before it was saved, in this case a note would not be created.

Q2 – Is it possible to delete an incident recorded in the Bullying & Equalities area?

A - There is not a way to delete the incidents recorded - there are options to log the investigation as Not Resolved, Resolved or Unfounded. If they were recorded incorrectly, you may wish to mark these as unfounded but they would still be recorded against the pupil.

Q3 – We are getting an error when trying to save an incident within the Maintain Incident screen. The incident does seem to save, what caused the error?

A - When an incident is saved, a document version of it is also saved in the document manager. The error is indicating that the incident will save, and will save a version of the document in the document store, but the user will not be able to view it as they do not have a document management profile assigned. A document management profile can be set up in Data Utilities > Access Control > Edit User Profiles, it can include the category 'Bullying Incident'. It can be assigned to the user through Data Utilities > Access Control > Assign User Profiles.

Q4 - In the Monitor/Review section within Maintain Incident, it does not seem to allow a date in the past to be entered for the 'Due' and 'Complete' dates, is this correct?

A - This is working correctly; it would not be expected that this information would be entered retrospectively.