

# National Thematic Inspection: Inclusion: promoting positive behaviour: Phase 1 recording and monitoring incidents of bullying

The purpose of this paper is to outline the approach and scope of the national thematic: inclusion: promoting positive behaviour phase 1: recording and monitoring incidents of bullying.

## 1. Introduction

During 2022-2023, HM Inspectors will be carrying out a national thematic inspection which will focus on promoting positive behaviour and will be organised in two phases.

The first phase of the national thematic inspection will focus on the implementation of the new approach to recording and monitoring incidents of bullying and how well this is supporting children and young people. The new approach, reflected in Scottish Government guidance '[Recording and monitoring of bullying incidents in schools: supplementary guidance](#)', proposes the use of SEEMiS as a consistent and uniform approach to recording and monitoring bullying incidents. Later in the academic year we will carry out the second phase of this national thematic inspection which will focus on approaches by settings and schools to promote and develop positive relationships and behaviour. More information on the second phase of the national thematic inspection will follow in due course

Through our engagement with schools and settings, we will outline what is working well, the key challenges and how staff are overcoming these. We will draw out common features of current practice as well as highlighting examples of effective practice that supports anti-bullying approaches.

## 2. Scope for phase 1 of the national thematic inspection

Phase one of the national thematic inspection will explore the following areas:

- the approaches taken by schools to record incidents of bullying;
- the arrangements for monitoring incidents of bullying;
- the effectiveness of measures taken to respond to incidents of bullying and in supporting children and young people.

## 3. How many establishments will be visited

HMI engagement will include a sample of primary, secondary and special schools across all 32 Scottish local authorities.

Independent schools and early years settings are not within the scope of this thematic.

## 4. How establishments are selected for inclusion in the national thematic inspection

The review will include engagement with a selection of 32 schools using a list provided by Education Scotland's analytical services team. The selection will ensure a representative sample in terms of size, rurality, additional support needs, denomination and deprivation.

## 5. Methodology for gathering evidence

An HM Inspector will undertake a one-day visit to the school. HM Inspectors will receive an additional half day to complete paperwork with a further half day available for travelling. Inspectors will offer schools involved in the national thematic an initial virtual meeting. HM Inspectors will share arrangements and answer any questions.

## 6. What happens before the visit?

The HM Inspector will receive their allocation of schools. Visits will take place during weeks when not deployed on inspection. A template email is available for you to use to arrange visits directly with headteachers. This outlines the purpose of the national thematic and details the engagement. If for whatever reason the school is unable to confirm your proposed dates during your allocated week, please inform [Redacted] **All field work must be completed by 14<sup>th</sup> October 2022.**

Prior to the visit in school, we will ask senior leader to complete a brief questionnaire about how they record and monitor incidents of bullying in school. We will ask senior leaders to invite all children and young people (P4 – S6) to complete a brief online questionnaire prior to the visit. Senior leaders should provide parents and carers with the opportunity to also complete an online questionnaire.

We will invite senior leaders to take part in a webinar to hear more about the national thematic inspection on bullying. Senior leaders will have the opportunity to ask any questions about their involvement and engagement with HM Inspectors. The meeting will be held virtually. The date for this webinar is Monday 29th August.

## 7. What happens during the visit?

During the visit, the HM Inspector will undertake a number of physical activities:

- review of policies, guidance and related documentation;
- professional dialogue with senior leaders;
- professional dialogue with class teachers, support staff, and pastoral teams (as determined by the size and type of school);
- focus groups of children or young people (preferably two groups to cover for example, age, gender, additional support needs).

HM Inspectors will meet with senior leaders to share responses to the online questionnaire completed by the children and young people.

Due to limited time available and to ensure consistency across all schools, meetings with parents and partners or undertaking learning observations are not within the scope of these visits.

If safeguarding concerns arise during the visit, follow local authority safeguarding procedures and contact a member of the safeguarding team on the numbers below. You may also need to complete a 'Concern Form 2' which you can find [here](#), and send it to [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

## 8. What happens after the visit?

HM Inspectors will record their findings in a Record of Visit (ROV). The completed ROV, saved as 'QA1- national thematic inspection – bullying - insert name of school or setting' is required to be submitted by close of business on the Monday of the week following the visit, at the latest. The ROV should be sent to [Redacted] who will ensure an overview of progress by maintaining a tracking document.

All Inspectors have a responsibility to produce reports of high quality prior to quality assurance in line with our Writing Policy, FOI requirements and data sharing agreements. Please refer to the exemplar ROV to support a consistent approach.

## 9. Reporting our findings

HM Inspectors will provide brief high-level messages to the headteacher prior to departing the school. This should consist of one area of strength and one area for possible development. Should there be considerable concern regarding the school's approaches to reporting and monitoring bullying, please contact [Redacted] Please ensure that headteachers are aware that there will be no individual establishment report and that we will publish a national report.

## 10. Additional Documentation

Scottish Government: Respect for All: national approach to anti-bullying, 2017
Scottish Government: Respect for All: Supplementary Guidance on Recording and Monitoring of Bullying Incidents in Schools
1. Scoping paper for National Review Bullying
2a. Email to Directors of Education
2b. Email to Headteachers
3. Footprint exemplar
4a. Senior leaders questionnaire
4b. Children and young people's questionnaire
4c. Parents and carers questionnaire
5a. Reflective questions for anti-bullying policy
5b. Reflective questions for senior leaders
5c. Reflective questions for SEEMiS
5d. Reflective questions for children and young people
5e. Reflective questions for staff

6a. ROV template
6b. ROV exemplar
7a. Case study template
7b. Case study exemplar

## 11. Timeline for thematic

Date	Activity	Notes
Monday 8th August	Briefing for HMI	What will success look like? What is the outcome?
Tuesday 9th August		
Wednesday 10th August		
Thursday 11th August		
Friday 12th August		
Monday 15th August		
Tuesday 16th August		
Wednesday 17th August		
Thursday 18th August	Letters to Directors of Education [Redacted]	Email template created
Friday 19th August		
Monday 22nd August		
Tuesday 23rd August		
Wednesday 24th August	HMI contact schools	Email template created
Thursday 25th August		
Friday 26th August		
Monday 29th August		
Tuesday 30th August	Webinar for schools involved in thematic @4:00pm	
Wednesday 31st August		
Thursday 1st Sept	School pre-questionnaires to be completed for visits wk beg 05.09.22	
Friday 2nd Sept		
Monday 5th Sept		
Tuesday 6th Sept		
Wednesday 7th Sept	All school pre-questionnaires to be completed	
Thursday 8th Sept		
Friday 9th Sept	10 LAs complete with 5 resources and evaluation questionnaire submitted	Aberdeen Aberdeenshire Falkirk Highland Glasgow

		WDC Clacks Scottish Borders Dumfries & Galloway East Ayrshire
Monday 12 <sup>th</sup> Sept		
Tuesday 13 <sup>th</sup> Sept		
Wednesday 14 <sup>th</sup> Sept		
Thursday 15 <sup>th</sup> Sept		
Friday 16 <sup>th</sup> Sept	4 LAs complete with 2 resources and evaluation questionnaire submitted	South Ayrshire Inverclyde Perth and Kinross West Lothian
Monday 19 <sup>th</sup> Sept		
Tuesday 20 <sup>th</sup> Sept		
Wednesday 21 <sup>st</sup> Sept		
Thursday 22 <sup>nd</sup> Sept		
Friday 23 <sup>rd</sup> Sept	10 LAs complete with 5 resources and evaluation questionnaire submitted	Angus Argyll and Bute Stirling North Lanarkshire North Ayrshire Renfrewshire Orkney Edinburgh Comhairle nan Eilean Siar
Monday 26 <sup>th</sup> Sept		
Tuesday 27 <sup>th</sup> Sept		
Wednesday 28 <sup>th</sup> Sept		
Thursday 29 <sup>th</sup> Sept		
Friday 30 <sup>th</sup> Sept	4 LAs complete with 2 resources and evaluation questionnaire submitted	Moray Fife Dundee East Dunbartonshire
Monday 3 <sup>rd</sup> October		
Tuesday 4 <sup>th</sup> October		
Wednesday 5 <sup>th</sup> October		
Thursday 6 <sup>th</sup> October		
Friday 7 <sup>th</sup> October	No resource this week	
Monday 10 <sup>th</sup> October		
Tuesday 11 <sup>th</sup> October		
Wednesday 12 <sup>th</sup> October		
Thursday 13 <sup>th</sup> October		

Friday 14 <sup>th</sup> October	8 LAs complete with 7 resources and evaluation questionnaire submitted	Shetland East Renfrewshire South Lanarkshire East Lothian  Midlothian Glasgow Edinburgh Aberdeen
Monday 17 <sup>th</sup> October	Analysis and synthesis of ROVs	Admin to synthesise all questionnaire results
Tuesday 18 <sup>th</sup> October		
Wednesday 19 <sup>th</sup> October		
Thursday 20 <sup>th</sup> October		
Friday 21 <sup>st</sup> October		
Monday 24 <sup>th</sup> October	Draft report writing	
Tuesday 25 <sup>th</sup> October		
Wednesday 26 <sup>th</sup> October		
Thursday 27 <sup>th</sup> October		
Friday 28 <sup>th</sup> October		
Monday 31 <sup>st</sup> October		
Tuesday 1 <sup>st</sup> Nov		
Wednesday 2 <sup>nd</sup> Nov	Report discussed at SLT meeting and back to [Redacted]	Send email to SLT to hold time on insert date to review report to discuss
Thursday 3 <sup>rd</sup> Nov		
Friday 4 <sup>th</sup> Nov		
Monday 7 Nov		
Tuesday 8 <sup>th</sup> Nov		
Wednesday 9 <sup>th</sup> Nov	Report to [Redacted]	
Thursday 10 <sup>th</sup> Nov		
Friday 11 <sup>th</sup> Nov		
Monday 14 <sup>th</sup> Nov		
Tuesday 15 <sup>th</sup> Nov		
Wednesday 16 <sup>th</sup> Nov		
Thursday 17 <sup>th</sup> Nov		
Friday 18 <sup>th</sup> Nov		
Monday 21 <sup>st</sup> Nov		
Tuesday 22 <sup>nd</sup> Nov		
Wednesday 23 <sup>rd</sup> Nov	Report sent to [Redacted] for formatting  Report email to [Redacted]	

		Inform [Redacted] of when report will be with her
Thursday 24 <sup>th</sup> Nov	Prepare presentation with ES staff	Send [Redacted] email re Connect with colleagues
Friday 25 <sup>th</sup> Nov		
Monday 28 <sup>th</sup> Nov		
Tuesday 29 <sup>th</sup> Nov	Proof read formatted report	[Redacted] on standby for proof reading report
Wednesday 30 <sup>th</sup> Nov	Submit report to [Redacted]  Comms Team	Create a media release with report
Thursday 1 <sup>st</sup> Dec		
Friday 2 <sup>nd</sup> Dec	Act on feedback from [Redacted]	
Monday 5 <sup>th</sup> Dec	Web-team	Inform webteam of publication date, location and webs release
Tuesday 6 <sup>th</sup> Dec	Comms Team	Lines cleared
<b>Wednesday 7<sup>th</sup> Dec</b>	<b>Provisional publication of report 2.30</b>	<b>Embargoed copies to HMI prior to publication of report.</b>
Thursday 8 <sup>th</sup> Dec	Connect with colleague session on report findings	
Friday 9 <sup>th</sup> Dec	Bespoke session for IWE team	
Monday 12 <sup>th</sup> Dec	SG Policy Colleagues	Round table discussion
Tuesday 13 <sup>th</sup> Dec	LA Officers	Sharing findings
Wednesday 14 <sup>th</sup> Dec	National webinars	Sharing findings
Thursday 15 <sup>th</sup> Dec	Evaluation of thematic with HMI analysed	
Friday 16 <sup>th</sup> Dec	Retention of files	[Redacted]