Project: Evaluation of recording and monitoring bullying incidents in schools.

Project Goal   *What is the product and outcome this project will provide*   To provide an assurance to the Scottish Advisory Group on Relationships and Behaviour in Schools (SAGRABIS) that schools are recording, monitoring and dealing with bullying incidents in schools effectively.   Project product: publish a national report evaluating how approaches to recording and monitoring has been implemented across schools and whether this is working for children and young people.
Project scope   *What are the parameters for achieving this outcome*   HMI engagement will include a sample of primary, secondary and special schools across Scotland.   The overall list would include: 15 secondary schools; 25 primary schools; and five special schools.   HMI engagement will include: • review of policies and guidance;   • interviews with staff – senior leadership teams and class teachers;   • interviews with partners; and   • focus groups with children (a minimum of two groups to cover different age groups in school)   Independent schools and early years settings are not within scope
Scheduling major phases of the project   *Deliverables: Define what's going to be delivered and when*

Date	Activity	Notes
Friday 30 July	Draft submission to SG policy	
Friday 31 August	Briefing for HMI	What are the risks and mitigating actions? What will success look like? What is the outcome?
30-Aug-21	Letters to Directors of Education from JMcM	
30-Aug-21	HMI Contact LAs	
02-Sep-21	Engagement with	Schools in LA x Schools in LA x Schools in LA x Schools in LA x

		Schools in LA x
06-Sep-21		Liaising with comms to develop lines and ensure these are cleared. Get them drafting up a potential background news story
07-Oct-21	RoFs submitted for QA(1)	Alert content team Liaison with comms Consider plan for internal comms
15-Oct-21	Analysis and synthesis of ROFs	
07-Oct-21	Writing national report	Draft initial structure of report
15-Oct-21	Writing national report	
22-Oct-21	Report to [REDACTED] for QA.	
29-Oct-21	Report back to authors to work on comments	
12-Nov-21	Report back to authors to work on further comments	
22-Nov-21	Report discussed at SLT meeting Report sent to SD on insert date	Send email to SLT to hold time on insert date to review report to discuss GD keep date free for catch up
24-Nov-21	Report submitted to CEO for comment for insert date	Submission be written and cleared ready to go with the report Send CEO an email indicating when the report will be with her
	Final report to SAGRABIS close of play	Need [REDACTED] and [REDACTED] on standby to formatting report for publication Liaising with comms to develop lines and ensure these are cleared.
		Need [REDACTED] and [REDACTED] on standby to formatting report for publication

	Report sent to content team for close of play	Need [REDACTED] and [REDACTED] on standby to formatting report for publication
December 2	**Provisional publication of report 2.30**	Needs proof-read and formatted Let publication team know that the report will be published on the insert date at the latest. Internal comms to brief staff across ES on our findings Embargoed copies to HMI prior to publication of report.
	Follow up activity arising from recommendations / action points.	Retention of files – all should be deleted.

Relevant project components

Communication:
How will communication take place (internally and externally)? What mode of communication will be used? What are the secondary modes of communication? How often will routine communication take place?

Internal digital communication via Teams and emails
Engagement with the inclusion, wellbeing and equality team for reference
Engagement with the safeguarding team
The project lead will hold a number of virtual team meetings with those HMI involved on the national review
Routine communication every week with the team

External: comms plan for all stakeholders including information on website; direct communication to Directors of Education; communication to Ministers.

Secondary modes of communication: responding individual emails as and when required

Resources
Quantify all resources needed to complete each phase, task, and subtask.

Total number of HMI involved in fieldwork: [REDACTED]
Total number of HMI involved in report writing: [REDACTED] (support)
Total number of admin involved: [REDACTED] (admin support, design team)

Risks, Assumptions, Dependencies, and Constraints
Record all risks, assumptions, dependencies, and constraints on the project, so that there is a shared understanding of these factors while working through the project.

Risks: If the quality of the individual ROFs are not good quality then this might lead to a weak evidence base resulting in reputational damage. The mitigating action is that a robust quality assurance system is in place and frequent meetings to share standards and expectations.

Risks: If engagement with local authorities and stakeholders within the review is perceived to be adding pressure then then could cause strained relationships resulting in credibility issues. The mitigating action is providing professional learning to colleagues on the PRAISE framework.

Assumptions: All schools involved in the review will submit their summary paper and engage within the timeframe of our engagement.

Dependencies: If SG guidelines related to the recording and monitoring of bullying incidents change as we are underway with project then it might change final messages in the report.

Constraints: staffing issues / contingency HMI allocated in this event

Cost Assessment
Outline the overall project cost, including the cost of each phase, task, and subtask.
Cost: staffing cost in terms of HMI involvement

Quality Control Plan
Identify quality standards. How will these standards will be achieved?
Standard of school summary paper: variable
Standard of individual record of findings: quality assurance built in process
Standard of report: layers of quality assurance built in process

Reporting schedule
What information will be provided to Scrutiny Leadership team for progress and governance reporting and when
Progress provided at each weekly SLT meeting