



Slough Virtual School

**Policy Summary**  
*A guide for Children’s Social Care, Schools, Carers and other agencies and services supporting children who become looked after.*

This guide is essential reading for Designated Teachers and Social Workers

**Policy Owner:** Anne Bunce, Virtual School Head

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Reporting incidents of bullying involving children looked after

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# Procedure for reporting incidents of bullying and cyber bullying

**This procedure is to be followed for all incidents of bullying, including racist incidents, involving children who are looked after by Slough Children’s Services Trust (SCST). This policy is dependent on good communication of all parties involved.**

**We use the NSPCC definition of bullying and cyber bullying and their guidance.**

**https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/**

When schools become aware of an incident of bullying involving a child who is looked after by SCST they must inform Slough Virtual School within one working day.

This covers all forms of bullying – including racist incidents – whether the looked after child is considered to be the alleged victim or perpetrator.

When a school or carer becomes aware of an incident of bullying involving a child looked after by SCST it must follow Procedure A.

In addition to the school following its own bullying policy and procedures it must also complete a **Bullying Incident Report** on the standard proforma (at the end of this procedure and available separately) and send this to the Virtual School within one working day using secure means. A copy of this Bullying Incident Report must also be retained on the child’s looked after child file, which is secure and separate from the main pupil file for the child.

The school must also record the incident on the child’s Termly Reporting Proforma.

We advocate a restorative approach in any follow up after bullying or cyber bullying.

# Procedure A: School becomes aware of an incident of bullying

Slough Virtual School officer and child’s social worker review the reported bullying incident in the context of any previous incidents and any information from the carer

Social worker contacts carer to inform the outcome of the review

Where the reported incident of bullying causes concerns about the child’s (e.g. not an isolated incident, or further information /concerns from the carer), the Slough Virtual School Officer and Social Worker will agree a strategy to discuss with the school

Slough virtual School will contact the Designated Teacher and request the school continues to follow its own bullying procedures and policies, monitor closely. Should any further incidents or concerns arise, these should be reported immediately

Where the reported incident of bullying causes concerns about the child’s (e.g. not an isolated incident, or further information /concerns from the carer), the Slough Virtual School Officer and Social Worker will agree a strategy to discuss with the school

Where the reported incident of bullying is isolated and there are no concerns or further relevant information reported from the child’s carer, Slough Virtual School will not intervene

**REVIEW  
POINT**

Child’s social worker contacts carer to ensure they are aware of the incident and obtain any further information or concerns

Slough Virtual School adds Bullying Incident Report to child’s record on ICS

Slough Virtual School acknowledges receipt of Bullying Incident Report

School adds copy of Bullying Incident Report to the child’s secure LAC file and records incident on the child’s Termly Reporting Proforma

School follows its own bullying policy and procedure

School becomes aware of an alleged incident of bullying involving a child looked after by SCST

School completes Bullying Incident Report and sends this securely to Virtual Head, Social Worker within one working day of the incident

Informs social worker/school/Virtual School

Carer becomes aware of an alleged incident of bullying involving a child looked after by SCST

Social worker contacts carer to inform hem of the strategy in place

# Slough Virtual School – Bullying Incident Report

This form is to be completed for all bullying incidents that involve a child looked after by Slough Children’s Services Trust

CONFIDENTIAL ONCE COMPLETED

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of School** | | | | **Address** | | | |
|  | | | |  | | | |
| **Name of Designated Teacher** | | | **Contact telephone and email** | | **Name of Social Worker** | | |
|  | | |  | |  | | |
| **Name of pupil** | | | **UPN** | | **Alleged Incident Victim/Perpetrator** | | |
|  | | |  | |  | | |
| **Year Group** | | **Gender** | | **Ethnicity**  (racial bullying only) | | **Religion**  (religious bullying only) | |
|  | |  | |  | |  | |
| **Type of bullying** (please indicate all that apply) | | | | | | | |
| **Verbal** | **Non-verbal** | | **Physical** | **Social media** | **Text message** | | **Other**  (please specify) |
|  |  | |  |  |  | |  |
| **Motivation for bullying** (please indicate all that apply) | | | | | | | |
| **Gender** | **Sexual orientation** | | **Racial** | **SEN or**  **Disability** | **Religious** | | **Other**  (please specify) |
|  |  | |  |  |  | |  |
| **Location of the incident/s?** | | | | **When did the bullying begin?** | | | |
|  | | | |  | | | |

|  |
| --- |
| **Description of what happened/is happening and who was/is doing the bullying. If there is/was more than one alleged perpetrator involved describe their roles. Please describe exactly what was written, said or done**  **Do not describe actions, behaviour or words such as *appropriate* or *inappropriate*.** |
|  |

|  |  |
| --- | --- |
| **Were there any witnesses to the incident/s? Please provide details.** | |
|  | |
| **How often is the bullying taking place?** | |
|  | |
| **Was the pupil physically hurt? Was first aid or medical assistance needed?** | |
|  | |
| **Has the school informed the pupil’s Carer(s) of the bullying? Or was the school informed by the**  **Carer(s)? Please provide details.** | |
|  | |
| **Has the school, pupil or Carer(s) reported the bullying to anyone else (e.g. other school staff, police, other agencies)? Please provide full details.** | |
|  | |
| **How does the pupil feel now that the bullying has been reported?** | |
|  | |
| **Details of action the school has taken with dates, including impact/support to pupil/reporting to others/dealing with perpetrator** | |
|  | |
| **Name of Person completing this form** | **Position at school** |
|  |  |
| **Date** | **Contact telephone and email address** |
|  |  |

Send this form to Slough Virtual School by secure means within one working day.

*Retain a copy on the pupil’s secure looked after child file.*