

APPENDIX B: RECORDING FORM

This recording form (downloadable and reproducible) is for use by staff members to record information relating to an incident or episode of bullying that led to the school taking action. It must be filed securely and made available to the school principal in any review of the case.

BACKGROUND TO THE BULLYING

1. When did the bullying take place? Over what period?
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2. Where did it happen?
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3. Who was engaged in doing the bullying? (*Tick as relevant, give names.*)
 - One boy
 - One girl
 - Several boys
 - Several girls
 - Both boys and girls
 - Other
4. Who was bullied? Give name, age, gender and any other characteristics that appear relevant (e.g., ethnicity, disability etc.).
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5. How did you learn about the bullying? (*Tick one or more.*)
 - The victim came for help.
 - A staff member observed the bullying.
 - The bullying was reported by another student or students.
 - A parent informed the school.Add any other source of information about the bullying:
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6. What form did the bullying take? *(Tick one or more.)*

- Physical
- Verbal
- Exclusion or rumour spreading
- Cyberbullying
- Other *(add)*

7. How was the victim affected? *(Tick one or more.)*

- The victim was physically hurt or injured.
- The victim was seriously impacted emotionally (e.g., becoming very upset, depressed, frightened).
- The victim stayed away from school because of the bullying.
- The bullying made it hard for the victim to do their schoolwork well.

8. How severe or serious do you think the bullying was? *(Tick one only.)*

- Of minor concern
- Quite serious
- Very serious

9. How long has the bullying been going on?

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ACTION TAKEN BY THE SCHOOL

Were the following actions undertaken? *(Tick all that were undertaken.)*

- One or more persons who had observed the bullying was interviewed
- The bully or bullies were confronted by a staff member.
- The parent or parents of the bully or bullies were spoken with.
- The parent or parents of the victim were spoken with.
- The bully or bullies were sanctioned or punished. If so, describe in what way:

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INTERVENTIONS IN CASES OF BULLYING IN SCHOOLS

- The victim was supported and advised on how to cope better with the situation. Who provided this help?
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- Was any *training* provided for the victim (e.g., in responding to bullying behaviour)? If so, briefly describe what was done:
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- A restorative practice was applied; that is, the bully and the victim were brought together at a meeting and the bully was required to appreciate and acknowledge the harm that had been done, apologise to the victim and restore acceptable relations.
- The support group method was used; that is, some students not involved in the bullying attended a meeting together with the identified bullies, and each person present was asked how they would act to improve the situation. Outcomes were then closely monitored.
- The method of shared concern was applied. (*Tick if each of the following was done.*)
 - Each of the suspected or known bullies was interviewed individually. The practitioner shared a concern for the victim's plight and the interviewee was invited to help to improve the situation.
 - Subsequently, the victim was interviewed, told of what had so far happened, given strong support and offered help to stop the bullying.
 - The victim was also asked to think about how they might possibly have provoked the bullying – but in no way blamed!
 - A meeting was held including all the suspected bullies to make plans on how to help further and prepare them to meet the person they had bullied.
 - A further meeting was held with the victim present. The suspected bullies indicated what they could do to improve relations and discontinue any bullying, and the victim was asked to consider their offer.
 - An agreement was reached among all the students involved about how they would henceforth treat the person they had bullied.

- A contract was signed by all present to confirm the agreement, and the situation was monitored with the understanding that any breakdown would result in the school taking further action.

Add any further information about the intervention (e.g., referral to the police, outside counselling):

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EVALUATING THE OUTCOME

1. Was the case followed up to discover whether the bullying had stopped? If so, with whom? *(Tick one or more.)*
 - The victim
 - The parents or guardians of the victim
 - The bully or bullies
 - The parents or guardians of the bully or bullies
 - Others (e.g., students and teachers)
2. What was the outcome of the intervention?
 - The bullying stopped
 - The bullying reduced but did not stop
 - There was no change
 - The bullying got worse
 - I don't know
3. Please add anything further that you think may be useful in evaluating what was done in this case, and any recommendations for the future:

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Name and signature of teacher or counsellor completing this record:

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Date: