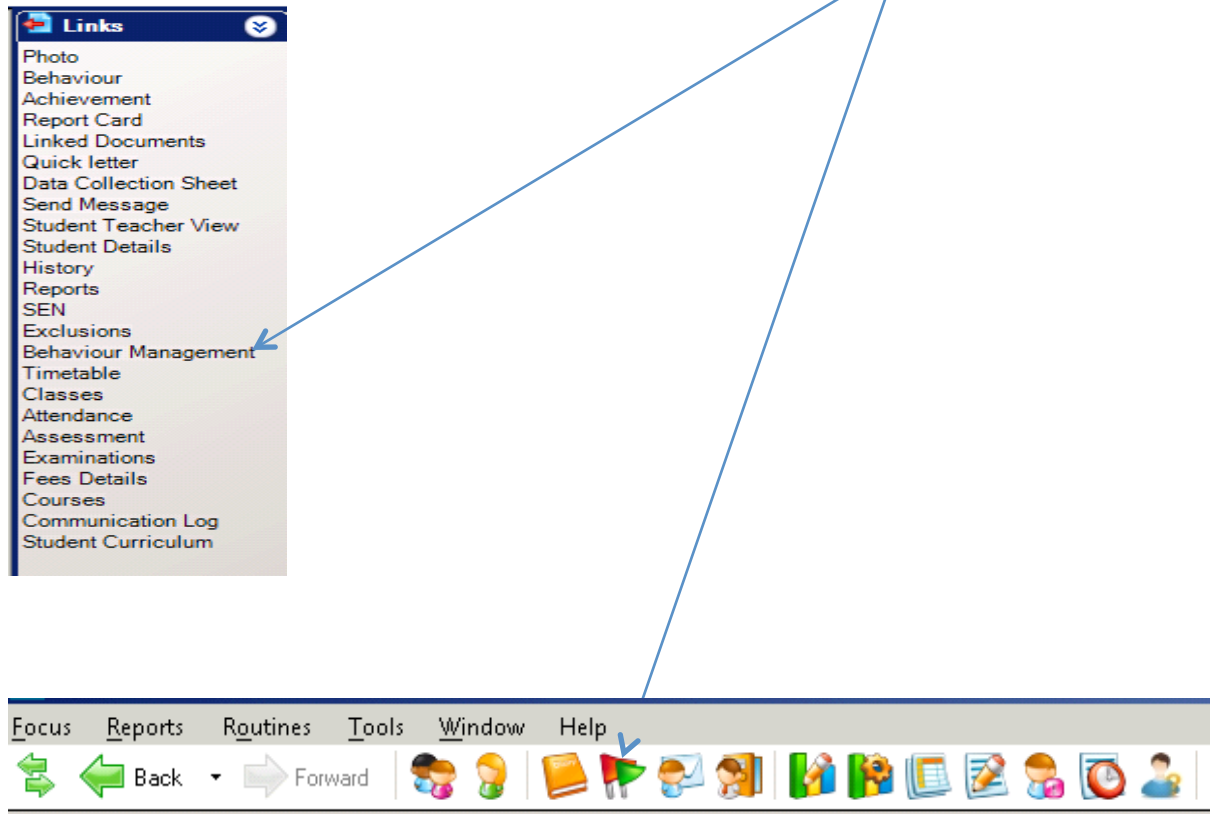# RECORDING BULLYING ON SIMS

Recording a Behaviour Incident

To enter in a Behaviour incident you can either go into the pupil's record and select the behaviour from the link box on the right hand side, or you can click on the behaviour icon situated at the top of the screen.

Depending on which way you select the behaviour management you will notice that if you click on the flags you will have to search for the pupil that you want to attach the behaviour record to, but if you go through the links within the pupil record you will be attaching the behaviour record to that pupil.

1 Academic Year

Academic Year: Academic Year 2013/2014

Achievements Points	0	Behaviour Points	0
No. of Detentions Recorded	0	No. of Report Cards	0

Net Points: 0
No. of Interventions: 0

2 Achievement

Date	Type	Points	Comments	Award	Award Date	

New
Open
Delete

3 Behaviour

Date	Type	Role	Points	Comments	Action	Action Date	

New
Open
Delete

Click **NEW**

Incident Details

Type	[blank] 0
Type Of Bullying	[blank]

Additional Types

Description	Points	

New
Delete

Activity Type	[blank]	Location	[blank]
Date	30/10/2013	Time	[blank]

Comments: [blank]

Recorded On	30/10/2013	Status	[blank]
Recorded By	Sarah Hayward		

Pupil Details

Points	[blank]
Parents / Carers Informed	[blank]
Action Taken	[blank]
Actioned by	[blank]

Role: [blank]
Date of Action: [blank]

Select Staff
☐ Add Follow Up.

Send ✉
Detention 🔲
Report Card ✏
Exclusion 👤

OK   Cancel

Select the type from the drop down box (**you are entering the Motivation**)
Appearance
Racial
Religion/Beliefs
Sex
Sexual Orientation
Disability
Age
Gender Reassignment
Marriage/Civil Partnership
Pregnacy/Maternity
Other

Then select the **type** of Bullying from the drop down list

Verbal
Physical
Cyber
Indirect/Emotional

Enter in the Status from the drop down list

```
Unresolved(1)
Unresolved
Resolved
Resolved(1)
Further Intervention Required
Review in 1 Week
Review in 2 Weeks
Review in 3 Weeks
Review in 6 Weeks
```

You then need to enter in the Action taken

Make sure you enter in the role of the pupil for this incident, i.e. Target or Aggressor
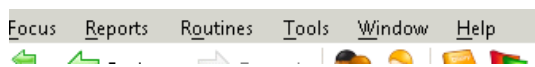

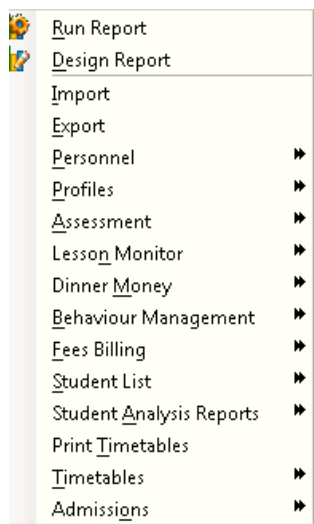And make sure that you amend the date to be the date of the incident

Please note that you will have to _REPEAT_ all of the above for the Victim (target)
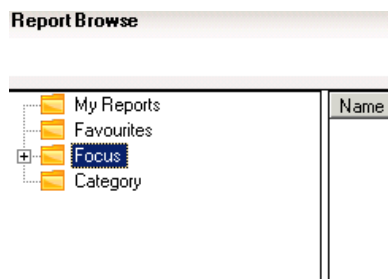
Running a Report

Click on Reports at the top of the screen
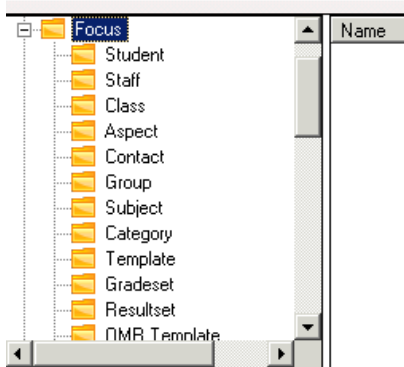

You will see a list as shown below

Click on Run report

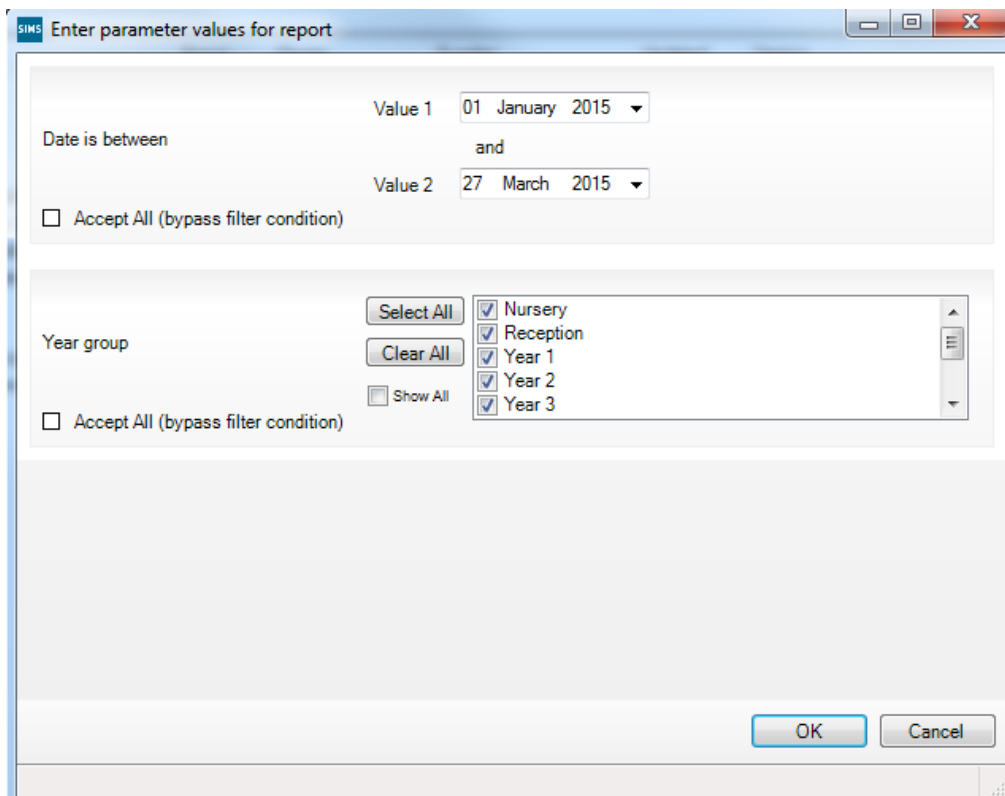Then click the + next to Focus

Report Browse

Click on student, then on the right hand side double click on the report called:
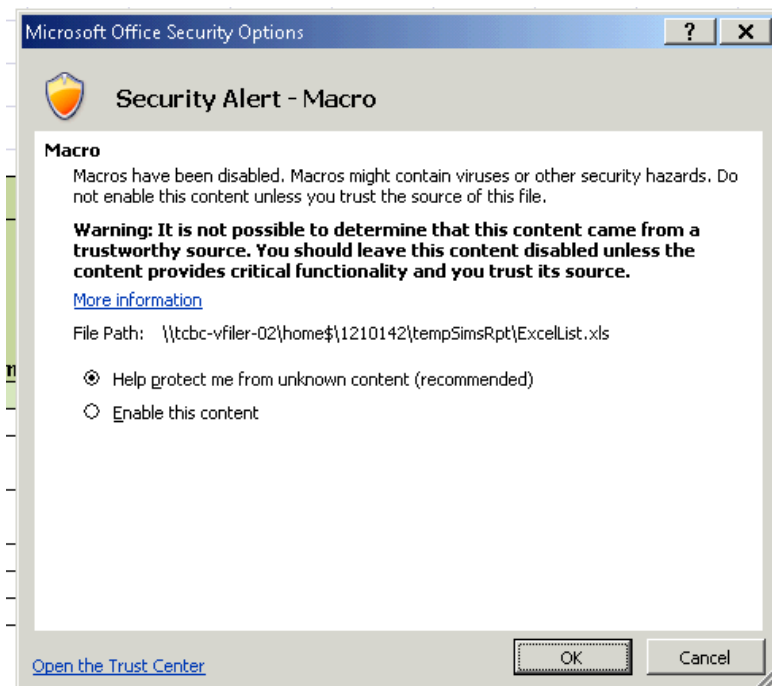
Bullying Summary Report

Select the date range and the year group(s) that you want to report on.

Then click OK

This will then run the report

At the top of the screen you will need to click on Options and Enable the content

Then click OK, this will open the report.

Bullying Summary Report

NAME OF SCHOOL - _____

Number of incidents of Bullying recorded	4
Number of Pupils Responsible	3

Of which   **Male**   2   **Female**   1

Number of Victims   1   **Male**   0   **Female**   1

INCIDENTS of Bullying

Foundation   0   **KS2**   4   **KS3**   0   **KS4**   0

TYPE -   MOTIVATION -