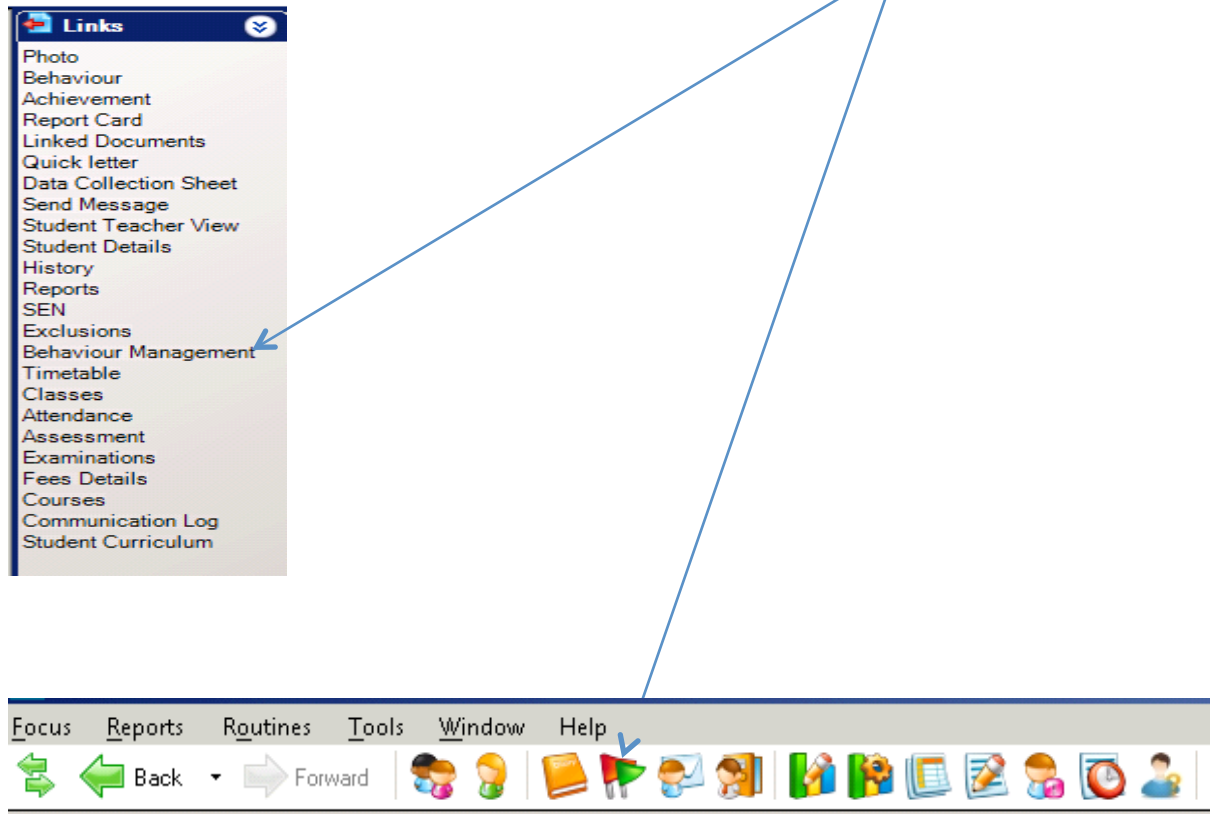


RECORDING BULLYING ON SIMS

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 Behaviour Points Net Points

No. of Detentions Recorded No. of Report Cards No. of Interventions

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 [Dropdown]

Type Of Bullying [Dropdown]

Additional Types

Description	Points

New
 Delete

Activity Type [Dropdown] Location [Dropdown]

Date 30/10/2013 Time [Dropdown]

Comments [Text Area]

Recorded On 30/10/2013 Status [Dropdown]

Recorded By Sarah Hayward

Pupil Details

Points

Parents / Carers Informed [Dropdown] Role [Dropdown]

Action Taken [Dropdown] Date of Action [Text]

Actioned by [Text] 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

Pregnancy/Maternity

Other

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

Verbal

Physical

Cyber

Indirect/Emotional

The screenshot shows a software interface for recording an incident. The form is divided into several sections:

- Incident Details:** Includes fields for 'Type' (a dropdown menu with a red border), 'Type Of Bullying' (a dropdown menu), 'Additional Types' (a table with 'Description' and 'Points' columns), 'Activity Type' (dropdown), 'Location' (dropdown), 'Date' (text field with a calendar icon, showing 30/10/2013), and 'Time' (dropdown). There are 'New' and 'Delete' buttons.
- Comments:** A large text area.
- Recorded On:** Text field with a calendar icon, showing 30/10/2013.
- Recorded By:** Text field showing 'Sarah Hayward'.
- Status:** A dropdown menu with a red border and a blue arrow pointing to it.
- Pupil Details:** Includes 'Points' (text field), 'Parents / Carers Informed' (dropdown), 'Action Taken' (dropdown), 'Actioned by' (text field), 'Role' (dropdown), 'Date of Action' (text field with a calendar icon), and a 'Select Staff' button.
- Actions:** A vertical menu with 'Send' (envelope icon), 'Detention' (15G icon), 'Report Card' (report card icon), and 'Exclusion' (exclusion icon).
- Follow Up:** A checkbox labeled 'Add Follow Up'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Two blue arrows point to the 'Type' dropdown and the 'Status' dropdown.

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

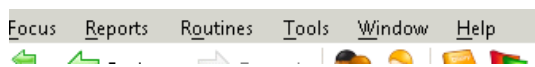
And make sure that you amend the date to be the date of the incident



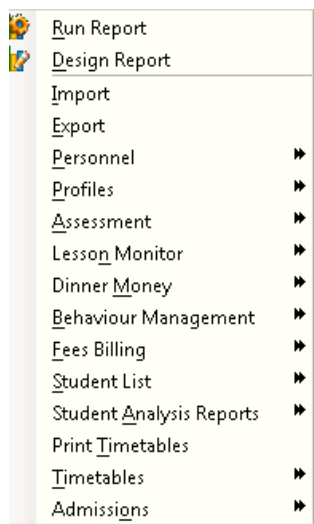
Please note that you will have to REPEAT all of the above for the Victim (target)

Running a Report

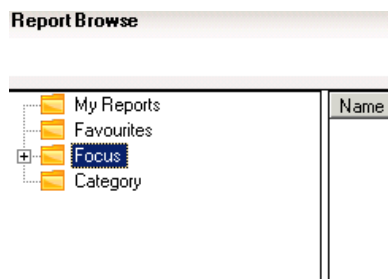
Click on Reports at the top of the screen



You will see a list as shown below

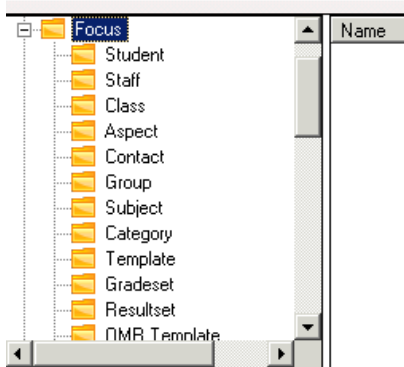


Click on Run report



Then click the + next to Focus

Report Browse

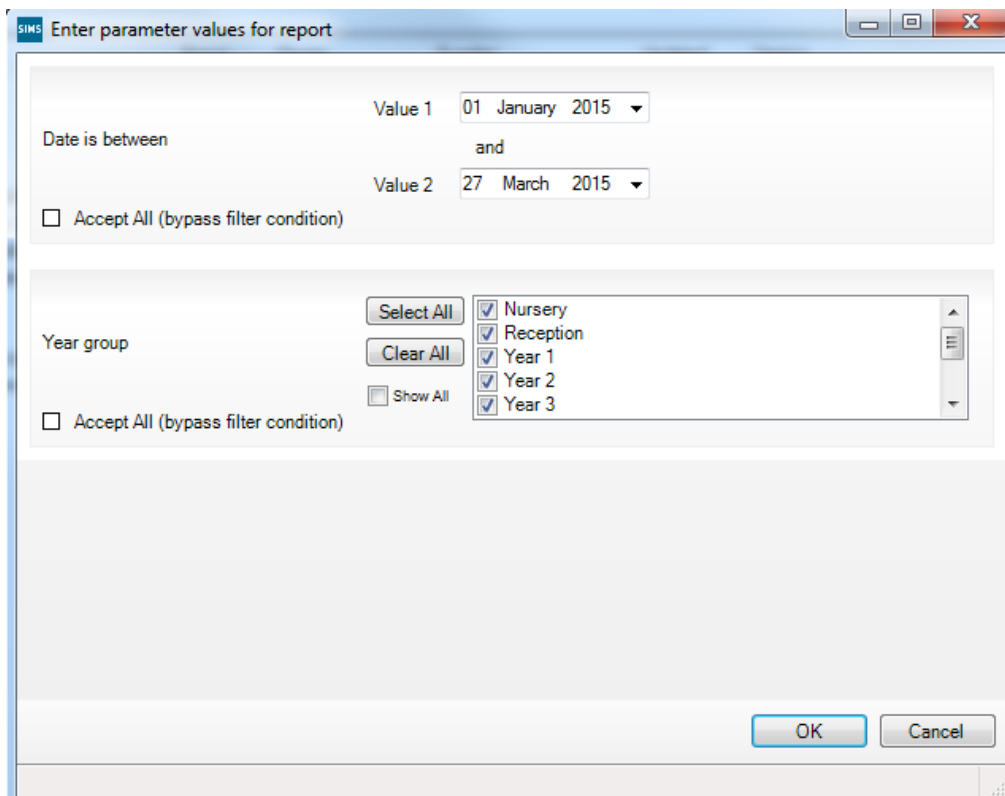


Name	Focus	Owner	Supplier	Updated	Version
Bullying	Student	Colin Jay	Torfaen LEA	07/11/2013	
Bullying	Student	Imported	820 4321 Green Abbe...	28/03/2014	
Bullying Newport	Student	Sarah Hayward	Torfaen LEA	24/03/2015	
Bullying Report	Student	Sarah Hayward	Torfaen LEA	01/04/2014	
Bullying Summary Report	Student	Sarah Hayward	Torfaen LEA	24/03/2015	
Careers Wales Baseline Data 081007	Student	Imported	679 4060 Monmouth C...	10/10/2008	
CES Assessment: Results - Res. Set & Yr	Student	Imported	CES Reporting Services	23/12/2014	
CES Assessment: Student - Result by Date	Student	Imported	CES Reporting Services	23/12/2014	
Childrens University	Student	Torfaen CBC	Torfaen LEA	09/03/2006	
Class List (by gender)	Student	Imported	678 2249 Greenmeado...	20/07/2006	
Class List for curriculum transfer	Student	Torfaen CBC	Torfaen LEA	05/07/2006	
Class lists in Alpha order (see tabs)	Student	Sarah Hayward	Torfaen LEA	01/05/2014	

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

Bullying Summary Report

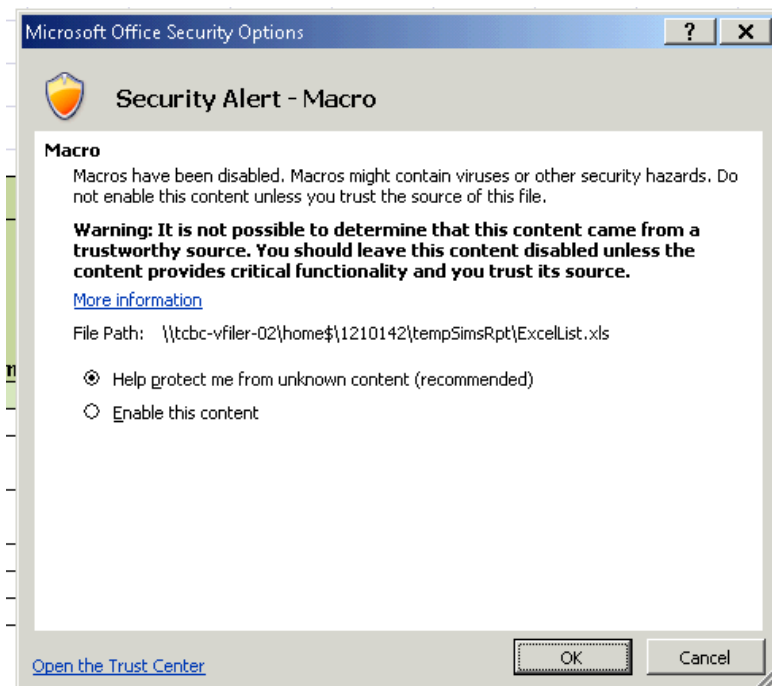
Select the date range and the year group(s) that you want to report on.



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 -