

Anti-Bullying Strategy

Guidance on data collection & SIMS Categories

The recording of bullying incidents across all schools in Denbighshire is necessary in order for schools and the authority to fulfil statutory requirements (see Denbighshire Education Service’s Anti-Bullying Strategy “Respecting Others” for more information, www.denbighshireschools.com). Gaining an accurate picture of incidents will enable the authority to effectively support schools identified as experiencing most need and for resources to be targeted to ensure positive impact and outcomes. It is the school’s responsibility to not only have procedures in place to ensure the accurate reporting and recording of bullying incidents but also to return these to the authority as per guidance below.

- ✓ Each bullying incident should be recorded on the SIMS system, ensuring the following fields have been completed for the requirements of data collection by the authority (schools may wish to hold more detailed records of the incident for themselves) -
 - **Date** of Incident
 - **Year Group** of the student carrying out the bullying
 - ***Characteristic** of bullying
 - ***Type** of bullying
 - ***Method** of bullying used

** New categories have been added from February 2016 to allow more efficient data to be collated by the authority. All relevant categories have been marked *bullying for ease of identification. Please see below for further guidance on these.*

Characteristic of bullying	Please choose the <u>most applicable</u> characteristic to the bullying incident. If it is not clear or known please choose ‘Not known.’
Type of bullying	More than one type can be chosen by adding an additional type in the box available (click ‘new box’).
Method of bullying	More than one type can be chosen by adding an additional type in the box available (click ‘new box’).

- ✓ Twice yearly each school will be required to generate a new SIMS report named “**Bullying Incident Report**” and return this to the authority. When generating the report it is essential that the correct timeframe is recorded to ensure the data is relevant.

	Time Period	Date report is to be returned to authority by
Period 1	1 st September to 31 st January	28 th February
Period 2	1 st February to 31 st August	31 st September

PLEASE ENSURE THE SCHOOL NAME IS INCLUDED ON THE EXCEL SPREADSHEET.

IF NO INCIDENTS OF BULLYING HAVE BEEN REPORTED PLEASE ENSURE AN E-MAIL STATING ‘NIL RETURN’ IS RETURNED.

- ✓ Final reports should be sent as an attachment to

education.audit@denbighshire.gov.uk

SIMS Categories

Characteristic

Based on the actions or comments made by the bully(s) the bullying incident should be recorded under the heading most applicable -

- Age - refers to a person belonging to a particular age group.
- SEN/Disability – refers to a person having special needs or a disability.
- Gender reassignment – refers to a person going through the process of transitioning from one gender to another.
- Marriage and civil partnership – refers to marriage and civil partnership between a man and a woman and same-sex couple and that civil partnership must not be treated less favourably than marriage (except where permitted by the Equality Act).
- Pregnancy and maternity – refers to expecting a baby and the period after birth, linked to maternity leave in the employment context.
- Race, religion or belief – Race refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. Religion and belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism) that generally affect your life choices or the way you live.
- Sex – refers to a man or a woman.
- Sexual orientation – refers to whether a person’s sexual attraction is towards their own sex, the opposite sex or to both sexes.
- Appearance – refers to a person’s physical appearance that may, for some reason, be deemed socially unacceptable (e.g. weight, hair colour).
- Poverty/Deprivation – refers to a person’s income in relation to it being below what is necessary to meet their needs and therefore impacting on their life or lifestyle.
- Not known – applies when the reason for the bullying is not known.

Type

- Physical – refers to there having been physical contact between the bully and victim with the intent to cause harm.

- Verbal – refers to the use of words by the bully to cause harm to the victim, either face to face or through technology.
- Social exclusion – refers to an intentional act to exclude an individual from an activity or group to cause them harm or distress, either face to face or through technology.

Method

Technology – e.g. use of mobile phone, computer, social networking sites.

Non Technology – face to face, hand written notes, direct or indirect verbal comments.