

Appendix A: Template for Recording Bullying Behaviour

*This template should be used if the bullying incident meets the criteria outlined in the Bí Cineálta procedures. *

1. Pupil's Name and Class Group

Name: _____

Class: _____

2. Name(s) and Class(es) of Pupil(s) Engaged in Bullying Behaviour

3. Form(s) of Bullying (please circle):

Physical, Verbal, Written, Extortion, Exclusion, Relational, Online, Other: _____

4. Type of Bullying (please circle):

Disablist, Exceptionally Able, Gender Identity, Homophobic/Transphobic, Physical Appearance, Racist, Poverty, Religious Identity, Sexist Bullying, Sexual Harassment:

5. Location of Incident(s):

6. Date(s) of Incident(s):

7. Name of Person Reporting the Bullying Concern:

8. Brief Description of the Bullying Behaviour and Its Impact:

9. Date(s) of Initial Engagement with the Pupil(s) Involved:

(Both the pupil harmed and the pupil engaging in harm should be supported)

10. Date(s) of Initial Engagement with Parents:

11. Actions Taken in Response to the Bullying Incident:

12. Views of Pupils and Parents on Actions to Be Taken:

13. Date of Review to Determine if the Bullying Behaviour Has Ceased:

14. Engagement with External Services/Supports (if any):

Signature: _____ (Teacher)

Date: _____

Date Submitted to Principal/Deputy Principal: _____