



Bully Log

To the parent

This booklet is not meant to be a dossier of complaints against the school. It recognises that co-operation is needed between home and school, and that clear documentation is necessary to identify need and support the child. It will give your child the power and responsibility to begin to deal with his/her peer group relationships. A sample letter to the school is included on the next page.

The child needs to nominate someone who works at the school to be a trusted intermediary. This does not necessarily mean extra work for the class teacher - sometimes a classroom support or meals supervisor will be chosen. Your child should be free to read the comments that have been written and add his/her own comments when applicable.

You should ask to see this booklet each day. Make sure the information given helps to clarify the situation for you. Here are some of the things you need to look out for before having a meeting with then Headteacher and liaison person

1. Where did the problem first start?
2. Are there any contributory factors from outside the school? (illness, moving)
3. Is the problem always with the same person\group of people?
4. Where does it happen most? (outside school, playground etc.)
5. When does it happen most? (before school, during swimming)
6. What do you want the school to do to improve the situation for your child?
7. What action can you take at home to support this?
8. Is there any thing your child could do differently to help the situation (e.g. stop hanging around the football area when not playing)

Try and think of ways in which you can get an objective picture of the problem. For instance, you could spend a playtime watching from a classroom window without any child knowing you are there, or make a map of the area where problems occur and mark with crosses every time there is an incident. Perhaps more playground supervisors could be positioned near the toilets?



Dear Head Teacher\Head of Year\Class Teacher

I would like my child (*name follows*) to bring a "Bully Log" to school each day, so that home and the school can establish a clearer pattern of the relationships and behaviour which are making him/her feel threatened.

Please feel free to complete an incident page if my child is involved in any significant occurrence, and to note the comments we both make.

(*Child's name*) has nominated (*Representative's name*) as someone that s/he feels confident to go for help if there is a problem. I hope (*Representative's name*) feels able to be our contact person and will be able to find time to write a brief note if my child makes an approach.

Should the problems my child is experiencing continue, or if any of the incidents raised are of serious concern, I would like to meet with you, and the liaison person to monitor any future action.

I realise how busy schools are, but would be most grateful for your association, which will enable both home and school to have a clear picture of events

Your etc.



Incident Report Sheets

Incident Report No:	Date
Time	Location
Supervising Staff Present	
What happened (liaison person's report)	
Pupil's comment	
Parents Comment	
Action Agreed	File for Reference <input type="checkbox"/>
	Contact liaison <input type="checkbox"/>
	Arrange meeting <input type="checkbox"/>
	Date



Map of Problem area

You may want to outline features in the playground, or the seating area in the classroom etc.

Home/School Meeting

Date	Time
Location	Present
Agreed at meeting	
Decision	
Review Date	Continue monitoring <input type="checkbox"/>

Photocopy as many incident report sheets as you like. When the problem improves FILE THEM AWAY SAFELY - they may be useful for future reference!

If you have any comments or feedback about this Bully log then please contact Kidscape on 020 7730 3300 or email counsellor@kidscape.org.uk