

Bedford Borough Using of SIMS Behaviour Management to Record Incidents of Bullying, Racist, Homophobia and Disability Behaviour

An Overview

The Law expects schools to:

- prevent and respond (section 89 of the Education and Inspections Act 2006) to all forms of bullying.
- not discriminate on the grounds of race or disability (The Equality Act 2010)

Government advice is that all incidents of Bullying behaviour (particularly Racism, Homophobic and Disability incidents) are recorded in order that local trends can be established. Capita Education, Bedford Borough Council and it's schools have been working together to assist the processes which allow a school to record such instances in a consistent way that can easily and simply be collected in order to look at these trends, particularly in the areas involving equality issues and the increasing instances of cyber bullying. Use will be made of the behaviour module of the SIMS School Management Information System to record the incidents and to regularly update the required information for the Local Authority.

To enable data to be collected consistently across the schools of the authority, a common approach to recording such incidents must be implemented. Use will be made of the SIMS Behaviour Management routines. The process will rely on schools following set menu choices that will be put in place across all schools.

Recording incidents and having accurate data is needed for effective prevention and response to bullying incidents.

Note that these processes only apply to Bullying, Racist, Disability or Homophobic incidents. Greater detail for schools can still be added to these incidents by using the normal SIMS data fields associated with behaviour incidents. Schools will wish to record other behaviour incidents that fall outside this scope in their usual way.

- **A modification of the SIMS Behaviour Lookup Tables** – These are the pull down menus that appear offering choices of response. A modification of these will be required to add the codes and descriptions that have been agreed with schools and Bedford Borough. The changes will be carried out by applying a “patch” to the SIMS database, this in effect adds in the new codes and descriptions. Existing codes and descriptions will still all be available. All codes developed for this recording process are prefixed by BB in terms of code and description, there should be no confusion with any individual codes setup in the SIMS database. Instructions on obtaining and applying the patch will be given in a separate document. The existing SIMS behaviour lookup table to be modified will be:
 - Behaviour Type x2 entries (BB1 & 2)
 - Behaviour Time (BB3)
 - Behaviour Action Taken x1 choice available only (BB4)
- **Recording B/R//H/D Incidents in SIMS** – It is **essential** that in order to record a single B/R/H/D incident when several children are involved the **incident is recorded first** and the pupils involved are linked to that single incident. It is inappropriate to use the behaviour routes in SIMS that are designed to record incidents involving an individual pupil. Such routes include the link to behaviour offered in a pupil's record or the link available when using Lesson Register. These routes are not intended to deal with incidents with multiple pupils. The correct procedure and route to use is described below and utilises the **Focus|Behaviour Management|Maintain Behaviour Incidents** route

- **Using the Bedford Borough Codes with B/R//H/D incidents** – Four sets of codes have been developed to assist in the recording process. All are preceded by BB in their codes and each set has a number from 1 to 4. A choice from each group must be made when recording the incident in SIMS.
 - **BB1** codes are used to record the type of incident. For each of Bullying, Racism, Disability and Homophobic behaviour, there is a category:
 - Verbal
 - Physical
 - Cyber
 - Graffiti/Abuse of property
 - Other
 - **BB2** codes are used in Additional Type. These describe the context of the individuals involved in the B/R/H incident.
 - Pupil to Pupil
 - Pupil to Adult
 - Pupil to Group
 - Adult to Pupil
 - Adult to Adult
 - Adult to Group
 - Group to Pupil
 - Group to Group
 - Non Specific
 - **BB3** codes are used to record the time of the school day. Not the actual time, but a description of when the B/R/H/D incident occurred during the day.
 - Before school
 - AM
 - Lunch/Break Times
 - PM
 - After school
 - Out of school
 - **BB4** codes are used to record the action taken. **Only one choice can be made for each person involved, this should be the first action in the list that is relevant.**
 - 1. Police Involvement with Aggressor
 - 2. Permanent Exclusion for the Aggressor
 - 3. Fixed Term Exclusion for the Aggressor
 - 4. Restorative Action for the Aggressor
 - 5. Contact parent/carer of Aggressor
 - 6. Pupil Sanction for the Aggressor
 - 7. Adult Discussion with the Aggressor
 - 8. Support for the Aggressor

 - 1. Restorative Action for the Target
 - 2. Contact parent/carer of Target
 - 3. Adult Discussion with the Target

Other information may be added to the incident record, but these are the data areas that will be extracted for LA reporting purposes.

- **Roles** – it is important that staff recording B/R/D/H incidents are familiar with the concept of roles with behaviour management. In the context of the incident these may be selected from:
 - Aggressor
 - Target
 - Participant
 - Witness
 - Bystander

As an example of how to record an incident, the following scenario is employed.

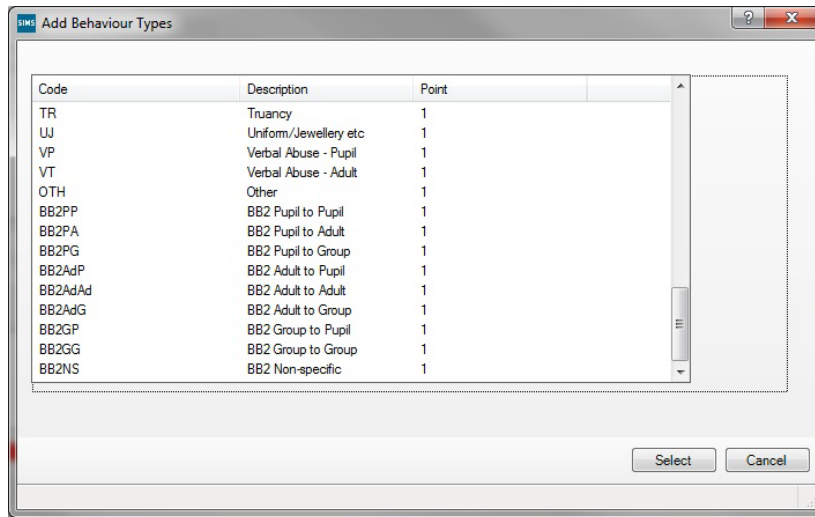
“Just before school, Bill Ackton made fun of Leigh Dawson’s name ensuring that others heard the comments he was making. This has been part of long running acts of intimidation between the two pupils. It always seems to be the case that Francesca Burnside is around when these incidents take place. Helena Buckley was a witness to the incident. The matter was investigated by members of the senior management team which resulted in Bill being given a fixed term exclusion as he had been warned on several occasions as to his future behaviour towards Leigh”

To Record this B/R/H/D incident in SIMS, proceed as follows:

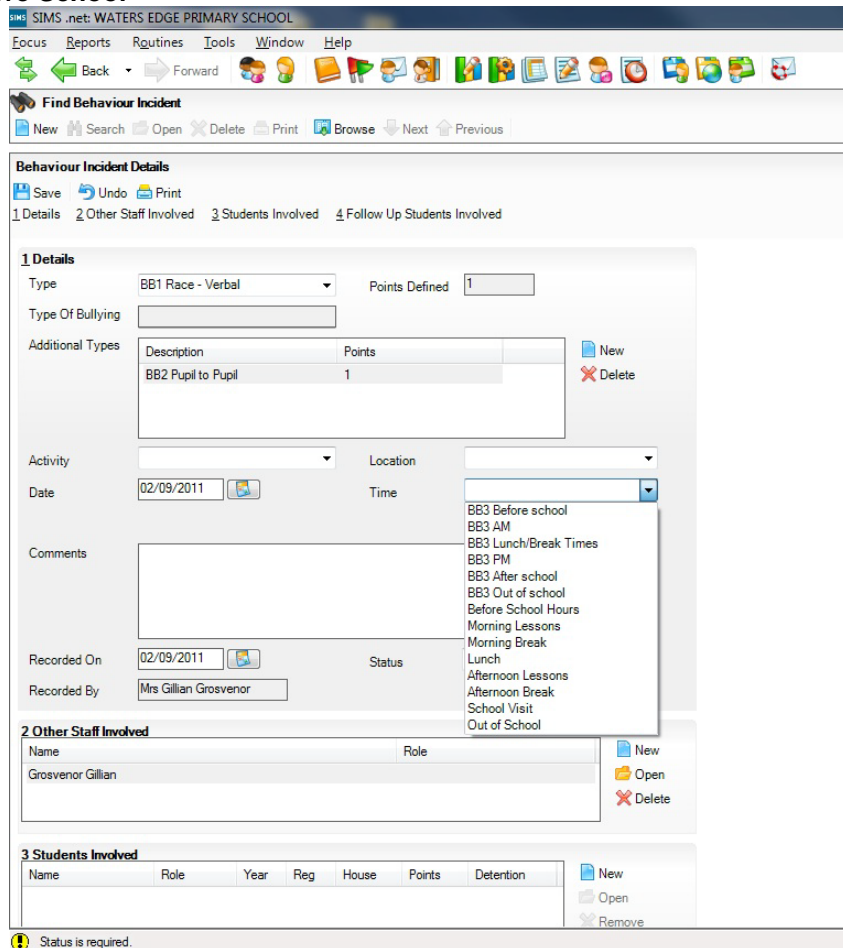
- **Focus|Behaviour Management|Maintain Behaviour Incident**
- Click on **New** to create a new incident.
- In the Behaviour Incident Detail Screen, in the **Type** field, click on the pull down menu to show a list of the types

The screenshot shows the 'Behaviour Incident Details' form in SIMS. The 'Type' dropdown menu is open, displaying a list of incident types. The 'Additional Types' field is also visible, showing a list of BB2 codes. The form includes fields for Date, Comments, Recorded On, and Recorded By, as well as sections for 'Other Staff Involved' and 'Students Involved'.

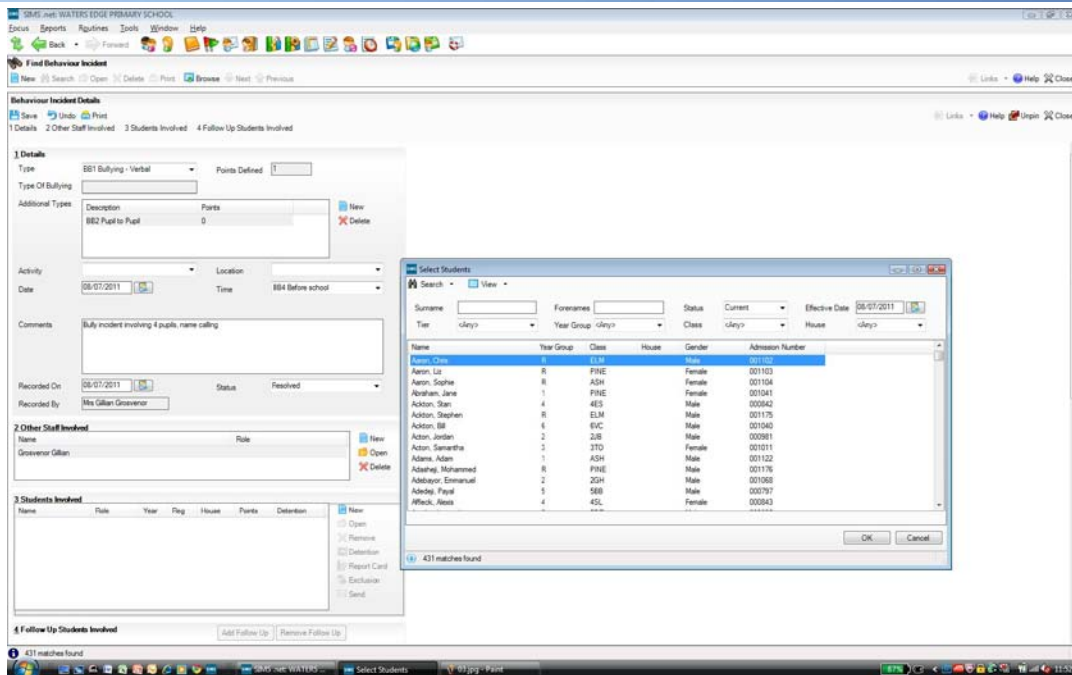
- **A choice from the BB1 and BB2 list must be made**
- This incident is clearly one of Bullying involving name calling; choose **BB1 Bullying Verbal**
- Click on the Additional Type field, this will offer the same lookup table, scroll down to the bottom of the list and choose one of the BB2 codes. In this instance, only 2 pupils are directly involved, Bill and Leigh. Choose **BB2 Pupil to Pupil**
- **A choice from the BB3 list must be made**



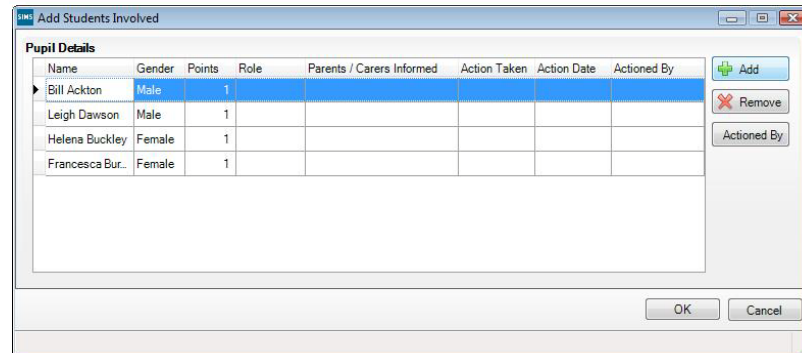
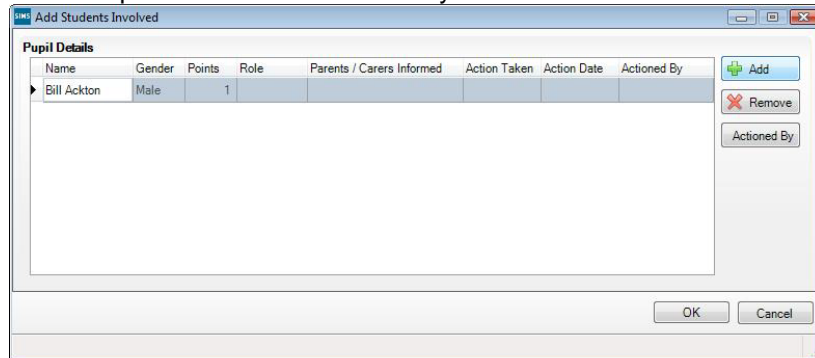
- In the **Time** field, click on the pull down menu to show the choice of times. Use one of the time descriptions prefixed by BB3. In this case the incident took place just before school started; choose **BB3 Before School**



- In the Students Involved Panel, the four pupils involved may be added. Click on **New**, in the dialogue box enter the name of the pupil and click on search. Select Bill Ackton and then click **OK** to close



- Bill will be added, in the Add Students involved screen, click on **Add** and search for Leigh Dawson in a similar fashion. Repeat this for Helena Buckley and Francesca Burnside



- Click **Ok** to close the dialogue box and all four pupils will appear in the Students involved panel

3 Students Involved						
Name	Role	Year	Reg	House	Points	Detention
Bill Ackton		6	6VC		1	No
Leigh Dawson		6	6VC		1	No
Helena Buckley		6	6KH		1	No
Francesca Blumside		6	6KH		1	No

- More information needs to be added for each of the pupils involved. Select a pupil and click on the **Open** icon. This will open a dialogue box to allow further entry

Pupil Details

Pupil: Bill Ackton

Points: 1

Role: [Dropdown]

Action Taken: [Dropdown]

Date of Action: [Calendar]

Parents / Carers Informed: [Dropdown]

Notes / Documents:

- BB4 Adult Discussion/s with Aggressor
- BB4 Adult discussion/s with Target
- BB4 Contact parent/carer of Aggressor
- BB4 Contact parent/carer of Target
- BB4 FT.Ex for Aggressor
- BB4 P.Ex for Aggressor
- BB4 Police Involvement
- BB4 Pupil Sanction for Aggressor
- BB4 Restorative Actions Aggressor
- BB4 Restorative Actions Target
- BB4 Support for Aggressor
- BB4 Support for Target
- Cooling Off Period
- Daily Report
- Detention
- Discussed with Aggressor
- Discussed with bully/pupil/student Target
- Discussed with Other Pupils

- One choice only from the BB4 list must be made.**
- In the Action Taken field, choose only the first relevant action taken that is prefixed by BB4. In this case the resolution was **BB4 Fixed Term Exclusion for the Aggressor**, Bill Ackton.
- The role can also be entered, choose **Aggressor** from the pull down menu

Pupil Details

Pupil: Bill Ackton

Points: 1

Role: Aggressor

Action Taken: Discussion/s with Aggressor

Date of Action: [Calendar]

Parents / Carers Informed: Telephone

Notes / Documents:

Attachment	Summary	Type	Owner	Last Modified On

- More information may be added, including staff that may have been involved and the date of the action. It is also possible to use Document Management in SIMS to attach a document to the pupils record. This may be the letter sent to the parents regarding the incident and/or a written report of the investigation that took place. These are optional activities. When complete click **OK** to save.
- Repeat this process for the remaining 3 pupils. Leigh's role will be **Target** and the Action Taken can be **BB4 Adult discussion with Target**. Helena's role will be **Witness** and Francesca's **Bystander**. For the latter two pupils, no action taken may be appropriate, or a choice can be made outside of the BB4 offerings. Data on those other than Targets and Aggressors will not be extracted

Behaviour Incident Details

1 Details 2 Other Staff Involved 3 Students Involved 4 Follow Up Students Involved

Additional Types

Description	Points
BB2 Pupil to Pupil	0

Activity: [Dropdown] Location: [Dropdown]

Date: 08/07/2011 Time: BB4 Before school

Comments: Bully incident involving 4 pupils, name calling

Recorded On: 08/07/2011 Status: Resolved

Recorded By: Mrs Gillian Grosvenor

2 Other Staff Involved

Name	Role
Grosvenor Gillian	

3 Students Involved

Name	Role	Year	Peg	House	Points	Detention
Bill Ackton	Aggressor	6	6VC		1	No
Leigh Dawson	Target	6	6VC		0	No
Helena Buckley	Witness	6	6KH		0	No
Francesca Burnside	Bystander	6	6KH		1	No

- Before the completed record can be saved, the status field must be filled in. In this instance **Resolved** can be chosen. It is possible to enter **Unresolved** after initially recording the incident and then returning to edit it as the investigation and the resolution of the incident unfolds. It is important to have **Resolved** as the final status when the record of the incident is concluded.