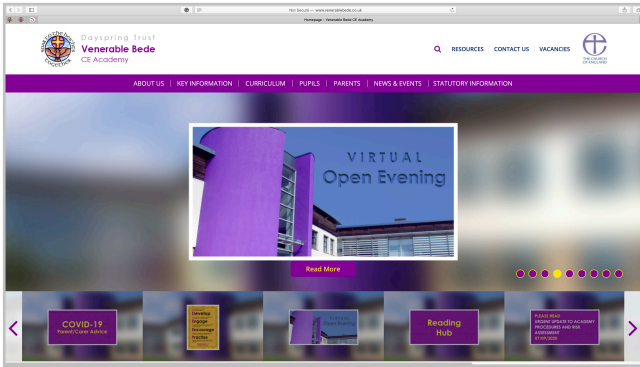
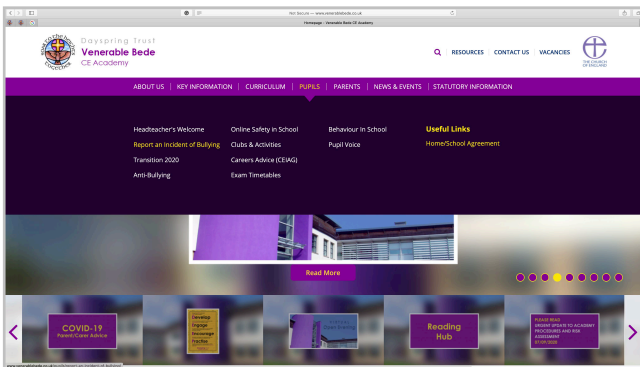


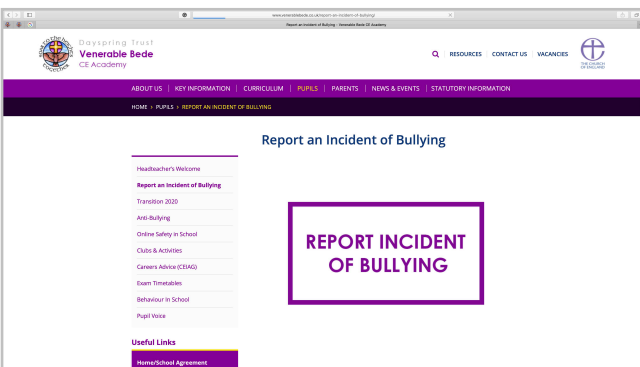
Incident of Bullying 'Report Now' How-to



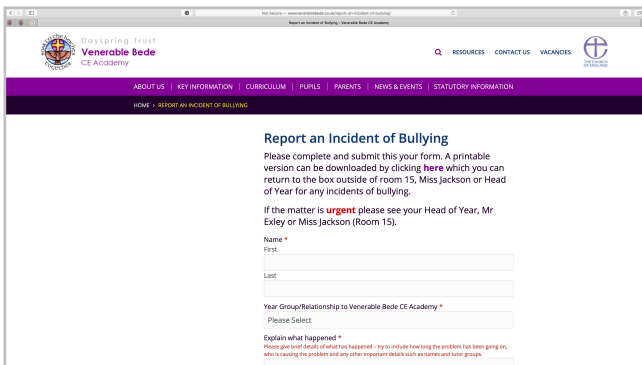
- Open your browser and type 'venerablebede.co.uk ' into the address bar to visit the academy website



- Hover mouse pointer over 'PUPILS' in the main navigation menu then over 'Report Incident of Bullying' (second option in first column of choices)
- Click 'Report Incident of Bullying'



- Click the large 'REPORT INCIDENT OF BULLYING' button



- This will take you to the reporting form.
- The form is dynamic and will present specific options based on your input

Incident of Bullying 'Report Now' How-to

Name *

First

Last

Year Group/Relationship to Venerable Bede CE Academy *

Please Select

Explain what happened *

Please give brief details of what has happened – try to include how long the problem has been going on, who is causing the problem and any other important details such as names and tutor groups.

- Fill in your name
- Click the 'Year Group/Relationship to Venerable Bede CE Academy' dropdown

Name *

First

Last

Year Group/Relationship to Venerable Bede CE Academy *

✓ Please Select

Year 7

Year 8

Year 9

Year 10

Year 11

Staff

Parent/Carer

- Choose the option relevant to you

Name *

First

Last

Year Group/Relationship to Venerable Bede CE Academy *

Year 8

Tutor Group *

Please Select

How are you involved?

Please Select

Explain what happened *

Please give brief details of what has happened – try to include how long the problem has been going on.

- In the case of a pupil submission, following the selection of a year group the form will automatically add a 'Tutor Group' dropdown

Name *

First

Last

Year Group/Relationship to Venerable Bede CE Academy *

Year 8

Tutor Group *

✓ Please Select

BA

BC

BD

BE

BF

BG

Explain what happened *

Please give brief details of what has happened – try to include how long the problem has been going on.

- The tutor group options available will be relevant only to the year group selected

Incident of Bullying 'Report Now' How-to

Name *

First

Last

Year Group/Relationship to Venerable Bede CE Academy *

Tutor Group *

How are you involved? *

Explain what happened *

- Click the 'How are you involved' dropdown

Last

Year Group/Relationship to Venerable Bede CE Academy *

Tutor Group *

How are you involved? *

- Please Select
- I feel I am being bullied
- I feel I may have bullied someone
- I feel I have witnessed bullying

Please give brief details of what has happened - try to include how long the problem has been going on, who is causing the problem and any other important details such as names and tutor groups.

- Choose the option relevant to you
- These are the options available to pupils, this is activated by the choice of a year group and tutor

Last

Year Group/Relationship to Venerable Bede CE Academy *

Tutor Group *

How are you involved? *

Explain what happened *

Please give brief details of what has happened - try to include how long the problem has been going on, who is causing the problem and any other important details such as names and tutor groups.

- Give as much detail as possible in the 'Explain what happened' box
- Click 'SUBMIT'

Name *

First

Last

Year Group/Relationship to Venerable Bede CE Academy *

How are you involved? *

- Please Select
- I feel I have witnessed bullying
- I have been informed of an incident of bullying

Explain what happened *

Please give brief details of what has happened - try to include how long the problem has been going on, who is causing the problem and any other important details such as names and tutor groups.

- If you chose 'Staff' or 'Parent/Carer' in the 'Year Group/Relationship to Venerable Bede CE Academy' dropdown you will be presented with different 'How are you involved?' options

Incident of Bullying 'Report Now' How-to

Name *

First

Last

Year Group/Relationship to Venerable Bede CE Academy *

Staff

How are you involved? *

I have been informed of an incident of bullying

Explain what happened *

Please give brief details of what has happened - try to include how long the problem has been going on, who is causing the problem and any other important details such as names and tutor groups.

- Complete the form and then click 'SUBMIT'

- As mentioned, the form is dynamic. Once it has been submitted, a copy of the response will be emailed to the relevant recipient i.e. if the form has been filled in by a member of staff or a parent/carer the response will be sent only to AMA.
- If the form has been completed by, or on behalf of a pupil, the response will be sent to: the relevant head of year, the relevant tutor and AMA. These will be determined based on the information entered into the form.