

THE LION WORKS SCHOOL



Bullying or Harassment reporting form

All students can report bullying directly to any staff member of their choosing. They are also able to speak to the Head of Engagement (located opposite reception) or they can fill in the following form and drop it in the *Thought box*.

Your name (optional): _____

Name(s) of student(s) accused of bullying/harassment: _____

Is this the first time you have been bullied? Yes No

If No, is the bullying by the same person(s) as before? Yes No

Did you report the previous incident(s)? Yes No

If Yes, who did you report it to? _____

Where did the incident happen (please tick all applicable)?

On school-site On a computer or social media On the way to/from school

Other _____

When did the incident happen (please give date and time where possible)?

What did the alleged offender say/do? Please give as much detail as possible:

Did anyone else witness the incident (please give names where possible)?

Thank you. This report will be followed up by a member of our senior leadership team. If you fear a pupil is in immediate danger, please inform a member of staff immediately.