



SEEMIS CLICK+GO





Bullying & Equalities Maintain Incident

Instructions

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Key to symbols used:

	Please note
	Tips

The Bullying and Equalities menu enables schools to enter and maintain details of any alleged incident of discrimination reported to them. The school can enter details of the alleged incident, the nature of the incident and motivations. It also enables them to monitor, review and record any actions progressed. The form can be completed at relevant stages throughout this process, however all mandatory fields (marked in red) must be completed before saving.



Once a Bullying and Equalities Incident has been created the system will also create the following against each pupil involved with the incident:

- A Bullying & Equalities document listing details of the incident. This is visible in Records > Edit > Pupil Profile > Documents. A user requires a Document Management Profile that has access granted for Bullying Incident (Data Utilities > Edit/Assign User Profile) to see this. Please see examples 1 and 2 on Page 8.
- A Pastoral Note in Latest Pastoral Notes. The note does not include any of the incident details. It will only say the pupil is involved in a B&E incident and will give the number of the Incident. Please see example 3 on Page 9.



A Bullying & Equalities Incident **cannot be deleted**, therefore, if an incident is entered in error please contact the MIS Team who will do work in the background to reduce the visibility of the incident within Click+Go.

1. ADDING A NEW INCIDENT

- Application
- Management
- Bullying and Equalities
- Maintain Incident

1.1 BASIC INFO


1. Click the ellipsis button to the right of **Reported To**, filter to select appropriate member of staff
2. Click **OK**
3. Click the ellipsis button to the right of **Incident Owner**, filter to select appropriate member of staff
4. Click **OK**
5. To change this information, repeat the above steps



Only those members of staff who have been given access to **Confidential Notes** in the **Responsibility Tab** under **Edit Data Settings** will be displayed.

6. Update **Addressed By** in the same way
7. Select the **Incident Location** from the dropdown list
8. Select **Incident Date** and **Incident Time**
9. The field **Reported By** is a free text field. Details of who reported the incident can be entered here.



Click this symbol  in each text field to display help on the information required for that field. Hover the mouse pointer over this symbol to display the characters available and characters space left in this field. The green bar at the bottom of this field will increase in length as you enter text. Once this bar reaches the right hand side of the box the maximum number of characters has been reached.

1.2 ALLEGED INCIDENT


All mandatory fields must be completed for Alleged Incident.

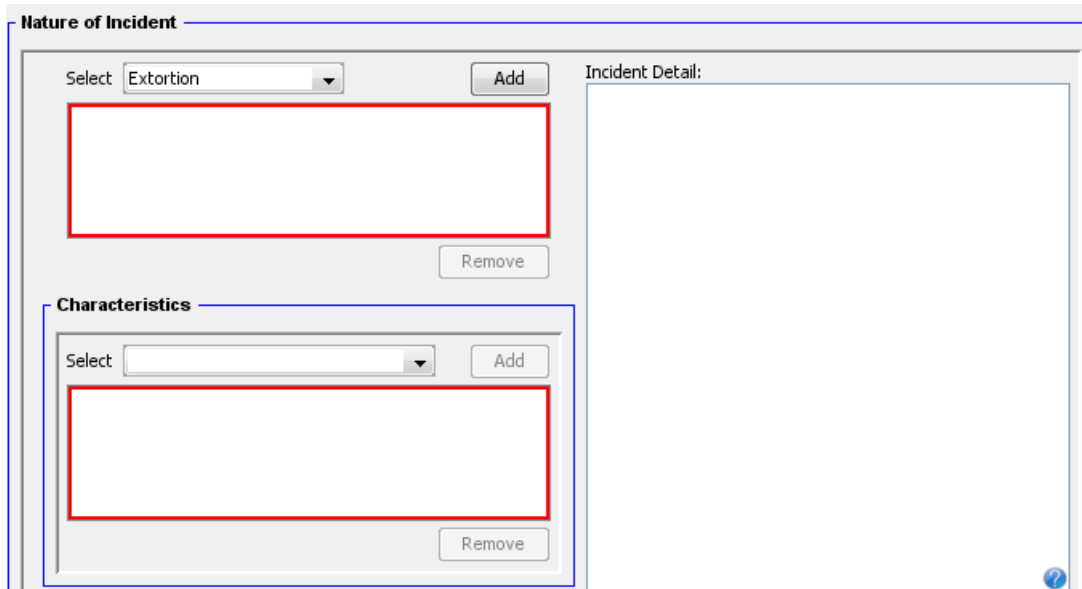
1. Click **Add Pupil** in the **Person(s) Experiencing** field
2. Filter to select the appropriate pupil, click **OK**
3. If required repeat the above steps for any staff members to be added to the **Person(s) Experiencing** area
4. Pupil and staff can be added to the **Person(s) Displaying** field in the same way
5. Pupil or staff names added to the above fields can be removed by selecting name to be removed and clicking **Remove Pupil** or **Remove Staff** button
6. Other people involved in the incident can be added by entering their details in the appropriate free text fields

Alleged Incident

Person(s) Experiencing				Person(s) Displaying			
Forename	Surname	Age	Stage	Forename	Surname	Age	Stage
<div>Add Pupil Remove Pupil</div>				<div>Add Pupil Remove Pupil</div>			
Title	Forename	Surname		Title	Forename	Surname	
<div>Add Staff Remove Staff</div>				<div>Add Staff Remove Staff</div>			
Other Person(s) Experiencing:				Other Person(s) Displaying:			

1.3 NATURE OF INCIDENT

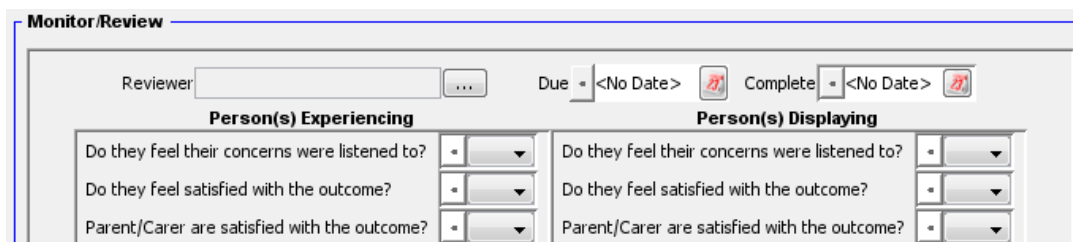
1. Select the relevant 'Nature of Incident' option from the drop down list, Click **Add**
 When in the dropdown, hovering over an item can provide relevant examples
2. If you select **Other** from the pick list of options provided, the details must be entered in the appropriate text field on the right of the screen
3. To remove an item added in error, select the item then click **Remove**
4. The **Characteristics** field can be completed in the same way
5. Enter the relevant details of the incident in the **Incident Detail** text field
6. Click **SAVE**



1.4 MONITOR/REVIEW

The Monitor/Review field can be completed at the appropriate stage.

1. Filter and select the incident to be monitored or reviewed
2. The pick list of staff in the **Reviewer** field will only show those staff who have access to Confidential Notes
3. Enter the **Due** date when appropriate
4. Enter **Complete** date when appropriate
5. The fields are then split into two areas, **Person(s) Experiencing** and **Person(s) Displaying**
6. Select the appropriate option from the pick list provided for each field
7. Click **SAVE**



1.5 ACTION PROGRESSED

Details of the investigative process carried out, as well as the conclusion, can be entered for the incident.

1. Enter the relevant details of the action progressed in the **Investigative Procedures** text box
2. Select the appropriate option from the **Investigation Conclusion** drop down list

Action Progressed

Actions taken after investigation and discussion with parents

Action Procedures

Incident Conclusion: Resolved

Forename	Surname	Action
Emma Jane	Boyd	None

Forename	Surname	Action
Graeme	Coyle	None
Kieran Travis	Gallagher	None
Scott	Keenan	None

3. Click the **NONE** button next to the pupil name in the **Person(s) Experiencing** and **Person(s) Displaying** fields
4. A **Person Experiencing Actions** or **Person Displaying Actions** box will now appear

Person Experiencing Actions

Emma Jane Boyd

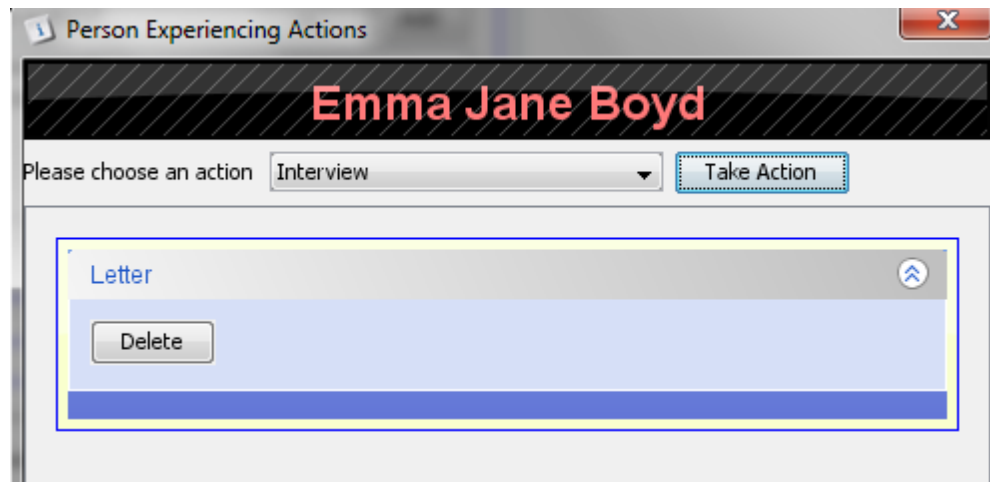
Please choose an action: Letter

Take Action

5. Select the appropriate option from the drop down list, click **TAKE ACTION**
6. Where applicable tick that the action has been taken and enter any notes as necessary
7. Click **SAVE**
8. Click **CLOSE** when all actions have been added

1.6 DELETE AN ACTION

1. To delete an action, click the button under Action to view the actions assigned to the individual
2. The action(s) assigned will now be listed, click the double arrows to expand the action, this will display the delete button
3. Click **DELETE** to remove the action
4. Click **CLOSE**



2. MAINTAIN AN EXISTING INCIDENT

This facility also enables the user to update or amend an existing incident.

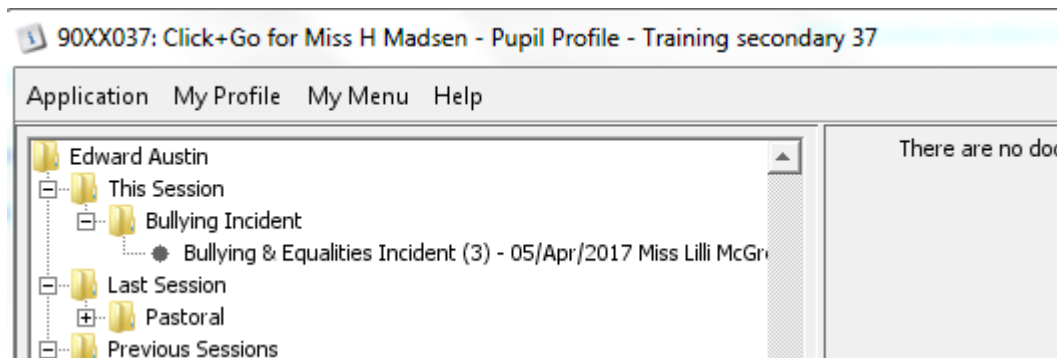
- Application
 - Management
 - Bullying and Equalities
 - Maintain Incident
1. Click the magnifying glass at the top left of the screen
 2. Filter if required by date, ID, Staff or Pupil
 3. Click **NEW LIST**
 4. Click to select the incident to be viewed
 5. Click to the right of the screen or double click the incident to close the filter screen
 6. Make the necessary changes

3. EXAMPLES OF ADDITIONAL RECORDINGS OF BULLYING & EQUALITIES INCIDENT

EXAMPLE 1

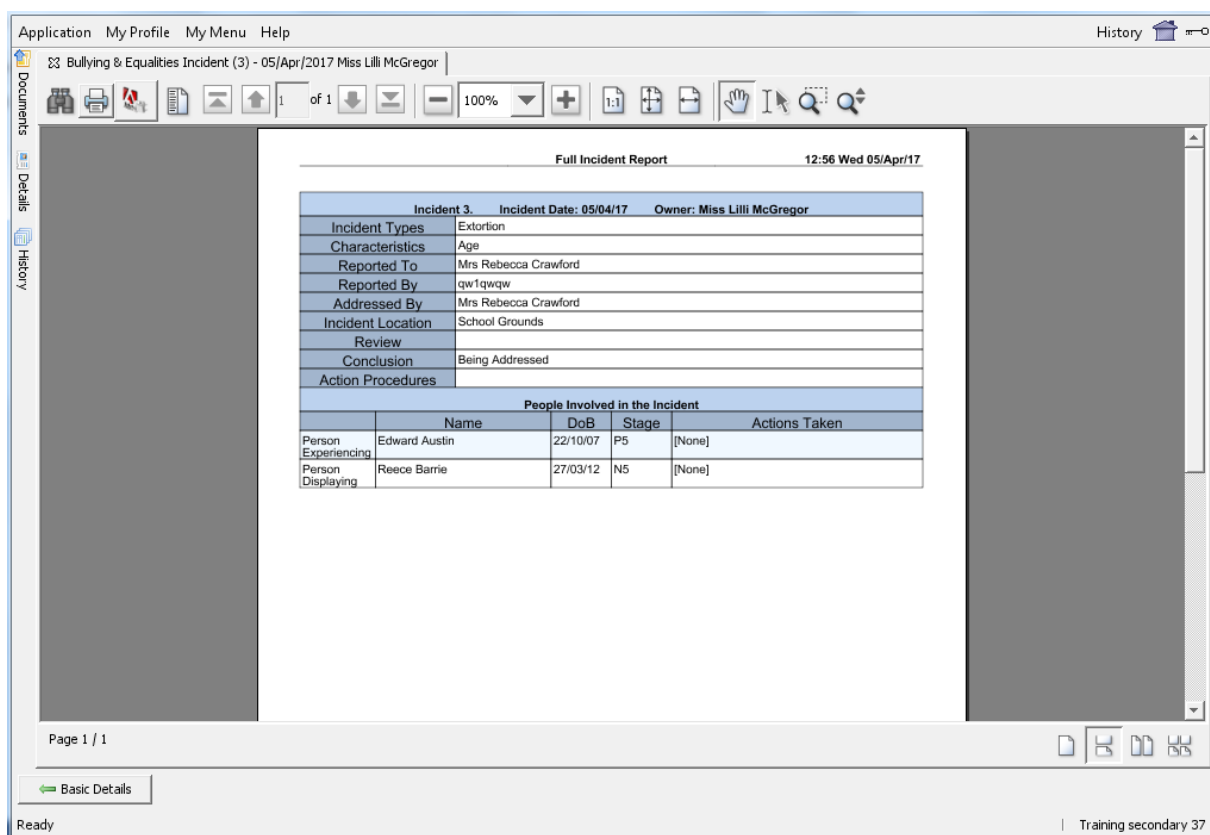
Bullying & Equalities Document Location

(Application > Records > Pupil Profile > Pupil documents)



EXAMPLE 2

Bullying & Equalities Document



EXAMPLE 3**Bullying & Equalities Pastoral Note**

Application My Profile My Menu Help

STUDENT VIEW

SCHOOL
Training secondary 37

FILTER
Current Students

CATEGORY
Any Category

EVENT TYPE
Any Event Type

STUDENTS WITH NOTES
☐ In Current Session Only
☐ With Actions Required by Me
☐ Created By Me

SELECT
By Name
KNOWN AS
Any
SURNAME
Starts
aus
Add To List New List

Known As	Surname	DOB	Sex	Stage	Reg Group	Org 1	Org 2
Edward	Austin	22/10/2007	M	P5	5		

69337:Confidential
Edward Austin (22/10/2007)
Date: 05/04/2017
Category: Bullying In...
Owner: Miss L. McGregor

Person experiencing Bullying or Anti Discriminatory behaviour: Incident number 3

Filter Notes Page 1 of 1