**Screening form for suspected bullying cases**

*To be filled out by the adult who is the first to know about a (suspected) bullying case*

*Please tick the relevant bullet points.*

1. Date when bullying was reported:

2. The person (include name) who is reporting bullying:

♦ the victim

♦ peer of the victim

♦ victim’s Parent or Carer

♦ teacher/staff member

♦ someone else

3. Bullied student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What type of suspected bullying behaviour has occurred? Please give concrete examples about situations.

5. How many times has this occurred? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. When was the last time this occurred? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. How long has this suspected bullying been going on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Students who have actively taken part in suspected bullying:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed by person completing this form……………………………………………………………………………Date………………………………**

**To be filled out by KIVA Team** Only the cases of continuous bullying are further directed to the KiVa team to tackle.

9. On the basis of the information acquired this is:

♦ a conflict or a fight between children

♦ hurt feelings due to misunderstandings

♦ continuous bullying

10. Action regarding the case:

♦ Classroom teacher discusses with the students who have taken part in behaviours mentioned, and, if necessary, informs their parents.

♦ The behaviour and conduct of individuals is to be monitored by the Lead Behaviour Specialist.

♦ The KiVa team to investigate further and carry out the Kiva Bullying Protocol.

Signed: Date: