

# REPORTING TOOLS

# AND GUIDANCE



Young people should feel able to report incidents of bullying behaviour easily – whether the bullying behaviour is taking place on the school grounds, outside of the school premises or online. Schools should play their part by ensuring that they have a range of reporting mechanisms available and that these are accessible and meet the needs of their pupils, including those who may have communication impairments.

## Schools that are successful at tackling bullying behaviour:

“Make it easy for pupils to report bullying so that they are assured that they will be listened to and incidents acted on. Pupils should feel that they can report bullying which may have occurred outside school including cyber-bullying.”

Preventing and Tackling Bullying Guidance – Department for Education 2017

## HOW CAN MY STUDENTS REPORT BULLYING BEHAVIOUR?

The first and most important thing to establish in school is an environment where reporting bullying behaviour is encouraged, especially as some students may see it as ‘snitching’ or ‘grassing’. One way to explain the difference to your students is to remind them that ‘snitching’ gets someone into trouble, whereas ‘reporting’ gets someone out of trouble. If your school has Anti-Bullying Ambassadors trained by us, allow them to lead on campaigns that encourage their peers to speak up if they experience or witness bullying behaviour. Why not encourage your Anti-Bullying Ambassadors to design a new and improved way for their peers to report bullying behaviour? This could be an anonymous reporting box, an online reporting tool or something else. Don’t forget to also then tell students about it! Your Ambassadors could host an assembly or give a presentation during form time, for example. It’s also important to establish a clear definition of what constitutes bullying behaviour as part of your school’s anti-bullying strategy. By ensuring that all students, staff and parents/carers understand what is and what isn’t bullying behaviour, you’re making sure that bullying behaviour is reported as such when it is actually bullying behaviour.

**We define bullying behaviour as:** Repeated, negative behaviour that is intended to make others feel upset, uncomfortable or unsafe.

## DO STUDENTS FEEL CONFIDENT REPORTING TO ANY MEMBER OF STAFF?

Do students in your school feel able to speak to a member of staff if they are experiencing bullying behaviour? They should feel able to talk to any member of staff and be confident that they will take what they are saying seriously. A student survey will tell your school the answer to this.

Would you know what to do if a student reported bullying behaviour to you? [Here](#) you can check out our advice for what to do if a student tells you that they are being bullied, and your school should also provide clear guidance for all staff.

## ENCOURAGE STUDENTS TO THINK ABOUT THEIR SUPPORT NETWORKS\_

If students don’t feel able to report the bullying behaviour to a member of staff in school, think about ways that you can encourage students to talk to someone they trust such as friend, a parent/guardian or another trusted adult. We have an activity that encourages students to reflect on their support networks – this can be downloaded [here](#).

They can also access The Diana Award Crisis Messenger, which provides free, 24/7 support for young people in crisis. They can text **DA** to **85258**. Trained volunteers will listen to how they are feeling and help them think about the next step towards feeling better.

## WHAT IF THE BULLYING BEHAVIOUR IS TAKING PLACE ONLINE?

If the bullying behaviour is happening online, think about ways you can encourage your students to use the tools available on all apps and social media sites such as reporting comments or users to the social media company in the first instance. Schools still have a duty of care to support a student’s wellbeing even if the bullying behaviour isn’t taking place on the school premises.

## WHAT ARE SOME OF THE REPORTING METHODS BEING USED?

We’ve provided some examples below from schools that have received our Anti-Bullying Ambassador training - these are the some of the ways that young people in their schools can report bullying behaviour:

- **Wellingborough Prep School** have a dedicated anti-bullying email address that students can use to report bullying behaviour. In schools that have received Anti-Bullying Ambassador training from us at The Diana Award, this inbox can be monitored by Anti-Bullying Ambassadors with supervision from a staff lead. Staff will often review the email first and pass it onto the Anti-Bullying Ambassadors if suitable; safeguarding training for the Anti-Bullying Ambassadors is useful in this area.
- **Levenshulme High School** has a ‘report bullying’ button available on all school computers that generates a report to the school pastoral/safeguarding team.
- **Highfield Middle School** has a ‘Bully Box’ – students can report bullying behaviour by placing a note inside. Some schools choose to call this a ‘Worry Box’. They also have a ‘Sorry Box’ next to the ‘Bully Box’ if a pupil wants to say sorry for something that they have done to someone else. If your school has Anti-Bullying Ambassadors, they could be involved in helping to support in certain situations. Staff will often review anything placed into the box first and pass it onto the Anti-Bullying Ambassadors if suitable. It’s best to place the boxes in a safe and private place in school.
- Some schools use safeguarding and pupil voice apps such as Tootoot that students can download on their mobile phones.

## SIGNPOST SUPPORT\_

At The Diana Award, we have a Crisis Messenger text service powered by our trusted partner, Crisis Text Line. You could display this number in school for students to use if they don’t yet feel able to report the bullying behaviour to someone in school but still want support from an external organisation.

The service provides free, 24/7 crisis support across the UK. A young person can text **DA** to **85258** and trained volunteers will listen to how they’re feeling and help them think through the next steps towards feeling better.

Don’t forget to also check out other handy resources, activities and articles on our [Support Centre](#) and [Resource Centre](#).

## REFERENCES\_

[Preventing and Tackling Bullying Guidance](#) – Department for Education 2017  
[Audit and Action Plan](#) – Anti-Bullying Alliance  
[Reporting and recording bullying in school](#) – Anti-Bullying Alliance

We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

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Throughout all of our programmes and initiatives, 'change' for and by young people is central, including our anti-bullying work which encourages change in attitudes and behaviours.

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We hope you found this resource useful and wish you all the best in your anti-bullying journey. If you would like to help us create more resources and train even more Anti-Bullying Ambassadors, you can make a £5 donation by texting CHANGE 5 to 70470 or visit [diana-award.org.uk/donate](https://diana-award.org.uk/donate)

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