# Appendix G: Incident log and report to governors

All incidents reported via a form (like the above) should be recorded centrally. The data collected should be regularly monitored and analysed by the designated staff responsible for anti-bullying. They should analyse any trends in HBT bullying.

This data should also be reported to the governors and to the local authority (where applicable). The governors are responsible for evaluating the effectiveness of the school’s policies and approach. The data on incidents of bullying that has been collected and analysed will help to identify any further steps that need to be taken to prevent and respond to bullying.

The incident log should reflect the categories of the reporting form.

|  |  |
| --- | --- |
| **Incident Log** | |
| **Nature of incident** |  |
| **Form of incident** |  |
| **Date of incident** |  |
| **Place** |  |
| **Time** |  |
| **Aggressor profile** |  |
| **Target profile** |  |
| **Repeat incident/serious incident** |  |
| **Action taken and feedback from target** |  |

**Analysis of data** [An analysis of the data (including any trends/patterns and any background information that might relate to trends) should be included here.]**Actions to be taken** [Any actions to be taken in light of the analysis of the data should be outlined here.]