

Short Life Working Group on Recording and Monitoring Incidents of Bullying in Schools

NOTE OF MEETING – 27 February 2018
Optima House, Glasgow

In attendance:

NAME	ORGANISATION	NOTES
Ian Rivers	University of Strathclyde	Chair.
John Urquhart	Convention of Scottish Local Authorities (COSLA)	
Lorraine Glass	respectme	
Charlotte Harrison	National Parent Forum of Scotland (NPFS)	
John Edward	Scottish Council of Independent Schools (SCIS)	
Frank Thomson	Education Scotland Link Officer Network (South Lanarkshire)	
Carol Young	Coalition for Racial Equality and Rights (CRER)	
Sara McFarlane	Connect (formerly SPTC)	
Gillean McCluskey	Scottish Council of the Deans of Education	
Sonia Kordiak	EIS	
Martin Hayward	Equality and Human Rights Commission (EHRC)	
Maggie Fallon	Education Scotland	
Carolyn Wales	Scottish Government	Secretary
Angie Watson	SEEMiS	

APOLOGIES

NAME	ORGANISATION	NOTES
Cara Spence	LGBT Youth Scotland	
Caroline Amos	Association of Directors of Education in Scotland (ADES)	
Jim Thewliss	School Leaders Scotland (SLS)	
John Wilkes	Equality and Human Rights Commission	
Bruce Adamson	Children and Young People's Commissioner Scotland	
Gordon Wardrope	Education Scotland Link Officer Network (Fife)	
Eileen Prior	Connect (formerly SPTC)	
Sophie Bridger	Stonewall Scotland	
Maria Plant	Education Scotland Link Officer Network (Edinburgh)	

Maggie Nesbitt	Scottish Teachers (SSTA)	Secondary Association	
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Correspondence only

NAME	ORGANISATION	NOTES
Susan Hunter	YouthLink Scotland	
Jordan Daly	Time for Inclusive Education (TIE)	
Andrea Mcleod	Police Scotland	

Action Summary:

Minutes from January 2018			
No.	ACTION	LEAD	DEADLINE/STATUS
AP01.	AP01 – CW to redraft the changes to the Bullying and Equalities module and resubmit to SEEMIS group	SG.	Cleared. Issued to SEEMiS colleagues 5 Feb 2018.
AP02	AP02 – CW to incorporate agreed changes into the guidance and reissue to group	SG.	Cleared. Issued to working group 21 Feb 2018

1. Welcome, introductions and apologies

1.1 MF chaired the meeting until IR arrived. MF welcomed members to the third meeting of the working group.

1.2 MF explained that, once approved we would like to publish the minutes/related paperwork of the Working Group on the Scottish Government website. Group members were in agreement.

AP01 – CW to publish paperwork on the SG website

2. Note of meeting 31 January 2018

2.1 The note of the previous meeting was agreed.

3. Actions from previous meeting

3.1 The Group noted actions 1 and 2 had been cleared.

4. SEEMiS update

4.1 MF informed the group that a telephone discussion had taken place with ES, SG and IR to discuss the proposed changes submitted by the Working Group to the Bullying and Equalities Module. CW submitted a SEEMiS Proposal Document outlining the need for these changes to be made.

4.2 MF invited AW to update the group on these changes and also the future plans for training on SEEMiS. AW outlined the changes that would be technically possible to SEEMiS within the timescales of the group and also explained the reasons why a number could not be implemented. AW explained that the changes would now be issued to LA's for consultation for a one week period through the SEEMiS Forum. The changes that could not

be considered at this stage will be submitted at a later date. Following the consultation, the proposals and any comments received will be submitted to the Governance Group which will meet on the 13 March. AW will update CW as soon as a decision has been reached about the proposals. CW will share this information with the working group. AW explained that there are 5 geographical areas with area reps within SEEMiS. These reps are at operational management level within the LA. AW will ask these reps to confirm which LA's are using the Bullying and Equalities module and to what extent and send this information to CW. AW confirmed that the suggested updates to the monitoring options proposed by the Working Group will be implemented. The proposed updates are outlined in **Annex A**.

AP02 – MF to contact Caroline Amos, ADES rep, to discuss support for the proposal at the SEEMiS governance group who need to agree prioritisation of this piece of work.

AP03 – AW to confirm decision of Governance Group and send CW a note of the LA's using SEEMiS.

4.3 AW confirmed that there would not be a SEEMiS training course for the changes to the module. However, a video would be available and the SEEMiS Technical Guidance would also be updated. SEEMiS training videos are on the SEEMiS website and can be easily accessed. AW suggested that the training video implementing the proposed changes would take around one hour to view. If further training was required then the SEEMiS area reps would be able to provide additional support. AW suggested that training is usually more effective at the start of the school term.

4.4 Concerns were raised around workload and that this training would have to be included within the Working Time Agreement. FT confirmed that within his LA, officials are working closely with the EIS and have already had discussions around implementing the new procedures..

AP04 – CW and MF to discuss this further with FT

4.5 AW confirmed that Independent Schools do not currently have access to SEEMiS. However, schools will be part of the Next Generation upgrade and schools will be involved in early discussions. Appropriate wording around recording and monitoring for Independent Schools will be drafted and included in the guidance.

4.6 Group members agreed that they would prefer to see the staged roll out as a pilot which needs to be robustly evaluated. MF suggested that an Operational Monitoring Group could be established which would be made up of RIC/ LA reps and teachers using the module for recording. The group would meet once a term as the roll out progresses and provide feedback regarding implementation, problem solve any issues and make suggested changes to the guidance and module within a coaching/modelling context. MF suggested that the Working Group would be retained in some capacity and this Operational Group would feed into the Working Group. *respectme* would also be available to provide support. It was agreed that any evaluation should be carried out at a later date once the pilot had been implemented across all LA's. Members were clear that planning on this evaluation should start early.

AP05 - CY to send document to SG on evaluation of interventions

4.7 MF issued the proposed timeline to the group for discussion. The timeline will be updated to reflect the changes to the evaluation and the establishment of the Operational Group. The revised timeline is attached at **Annex B**.

5. Guidance

5.1 Changes to the draft guidance document were discussed and these changes will be incorporated and issued prior to the next meeting.

5.2 CW confirmed that Data Protection responsibilities rests with the Data Controller which in this case would be the local authorities for schools within their region. It is the responsibility of the Data Controller to make decisions about the legal basis for the processing which extends to what personal data they collect. Data Protection laws do not dictate what data can be collected but how that personal data is treated.

5.3 Following advice from Scottish Government Legal Department (SGLD), CW confirmed that no school will require a pupil's permission to record bullying incidents. Schools have statutory duties to keep certain records and while certain situations will require to be handled sensitively and allowing pupils to express their views, consent of a pupil or a pupil's parent is not required.

AP06 – CW will redraft guidance and reissue to the Working Group

6. AOB

6.1 IR confirmed that the next 2 meetings will take place in St Andrews House, Edinburgh on the following dates:

Thursday 5 April 1.30 – 4.30

Wednesday 2 May 9.30 – 1.30

*Learning Directorate
Scottish Government
March 2018*

Proposed changes to SEEMiS module

Changes to main page	Agreement 20/02/18
Basic info box:	
Incident location –	
<ul style="list-style-type: none"> change cyber/virtual to online/phone/gaming 	Agreed to include in formal proposal
<ul style="list-style-type: none"> Add : Playground, corridor, lunch hall, school grounds 	Agreed to include in formal proposal
The majority of bullying incidents will take place in a number of locations - Is there a way that we can highlight each of the options individually rather than just the 'various locations'	Technically possible however will require higher level of development resource. Defer to future proposal. Agreed to retain drop down option "more than one location" and to submit request in future proposal
Alleged Incident box	
Person displaying/experiencing – change this to 'child/young person' displaying/experiencing	Not possible as module also used to record Staff
Change 'stage' to 'year group'.	Technically possible however will require higher level of development resource. Defer to future proposal.
Nature of incident	
Number of words in the pastoral note is restricted (to 200 I think), can this be expanded to an unlimited text boxes.	Technically possible however will require higher level of development resource. Defer to future proposal.
Please ensure more than one box can be ticked here	Agreed to include in formal proposal
Please remove text (sms) and suggest below (inline with RfA): Suggest: Name calling, teased, put down or threatened Hit, tripped, pushed or kicked Belongings taken or damaged Being ignored Spreading rumours Abusive messages online/phone/gaming/social media Targeted because who of they are/perceived to be Other: please specify	Agreed to include in formal proposal
Change ' Characteristics ' to ' Perceived reason(s) for bullying	Agreed to include in formal proposal

(need to be able to record more than one option here)	(Functionality already allows user to select more than one option)
Please update the list to include: Actual or perceived Sexual orientation (eg homophobic, biphobic) Additional support needs Asylum seekers or refugee status Body Image and physical appearance Disability Gender identity or Trans identity Gypsy/travellers Looked after children and young people Marriage/civil partnership of parents/carers or other family members Mental health Pregnancy and maternity Race and racism including culture Religion or belief Sectarianism Sexism and gender Socio-economic prejudice Young carer Not known Other: please specify	Agreed to include in formal proposal
Incident detail	
This box should be compulsory (see previous comments on text limitations)	Agreed to include in formal proposal
Monitor/review	
Again change 'person' to 'child/young person'	Not possible as module also used to record Staff
Action progressed (please move this box to above 'Monitor/review')	
As above please change to child/young person displaying/experiencing.	Not possible as module also used to record Staff
Can we please add Restorative Action to the drop down list for both parties.	Agreed to include in formal proposal
2. Other changes:	
Location	
Location of the Bullying and Equalities module – this can be difficult to find. Can SEEMiS consider a	Technically possible however will require higher level of

<p>better place/easier to navigate to/shortcut on main page for this on SEEMiS</p>	<p>development resource. Recommend that this is deferred to SEEMiS Next Generation development. Users can be supported in accessing/locating menu via guidance documents and training videos.</p>
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Timeline

Date	Action	Output
18 December 2017 – meeting 1	Review SEEMiS	Agreed to establish a review sub-group on SEEMiS bullying module
January 2018	Liaise with SEEMiS officials on sub group recommendations - ongoing	
31 January 2018 – meeting 2	CYP consultation – agree scope Agree content for guidance/guidelines/instructions/ good practice SEEMiS Draft(1) of guidance to be issued and discussed with group	Agreed not to take forward CYP consultation Revised recommendations to amend recording module to SEEMiS
February 2018	Further liaison with SEEMiS on list of recommended changes to recording in bullying module and monitoring capabilities of SEEMiS for schools and local authorities	
27 February 2018 – meeting 3	Develop quality indicators to measure the impact of the approach and agree timescales for evaluation. Confirm agreed changes to SEEMiS and roll out in 18/19 Draft(2) of guidance to be issued and discussed with group	Agreed for evaluation to be carried out post roll out. An Operational Group will be established and further details will be provided at the next meeting.
March 2018	Finalise quality indicators	
5 April 2018 – meeting 4	Evaluation to be agreed (representative sample of LAs and schools) Draft(3) of guidance to be issued and discussed with group	ES to agree evaluation and taking this forward. Evaluation will be carried out post roll out.
2 May 2018 – Meeting 5	Working Group to agree and identify LA's for phased roll-out 2018/19 (ongoing discussions with other LA's) Guidance to be signed off by group	
May 2018	Working Group to report to Scottish Ministers (outline of roll out / SEEMiS changes / guidance/Operational Group)	
May 2018	Operational Group made up of LA reps and teachers to oversee full rollout/support to be established	

June 2018	Guidance to be issued to all LA's to be aware.	Roll out of training to LA's in Phase 1 (schools already using bullying module in SEEMiS) Feb Update: training to take place from August
August 2018	Phase 1 - LA's already using SEEMIS on a regular basis to commence new recording requirements. LA's to ensure monitoring is taking place Operational Group to oversee	
Aug/Sept 2018	Roll out training to Phase 2 LA's (identified by Group in May)	
Aug/Sept 2018	Submit further set of proposals for updates to the Bullying and Equalities Module. To be approved by SEEMiS Governance Group (date TBC) Operational Group to oversee	
Oct/Nov 2018	Phase 2 LA's – commence new recording requirements Operational Group to oversee	
Oct/Nov 2018	Roll out training to Phase 3 LA's (identified by Group in May) Operational Group to oversee	
Nov / Dec 2018	Phase 3 LA's – commence new recording requirements	
Jan - Feb 2019	Working Group to commence drafting evaluation which will commence from August 2019 To be undertaken by Education Scotland (TBC)	
Update on roll-out to be provided to Scottish Ministers		
April - May 2019	Update guidance / reissue SEEMiS training video to local authorities and schools	
August 2019 – all LA's to be using the new recording system for recording and monitoring bullying incidents in schools		
August 2019 – December 2019 - Full evaluation to be undertaken by Education Scotland (TBC)		