

Appendix 1: Procedures to follow when an incident of bullying has occurred.

Incident

Witnessed or reported by pupil or staff member



Staff member witnessing or receiving the report will investigate with pupils involved then record on Behaviour Database (Behaviour Watch) for the perpetrator and CPOMs for the victim and perpetrator.

First incident:

Staff member will discuss the impact of bullying with the perpetrator and ensure a restorative conversation takes place between the perpetrator and the victim. Parents of both the victim and perpetrator will be informed.

If the bullying incident is particularly severe in aggression or hate, then the leadership team will be informed immediately.

Second incident:

The senior member of staff on site will be informed. The perpetrator will discuss their behaviour with the member of SLT and a restorative conversation will take place. This could be a consequence put in place as a result. A pastoral intervention will be implemented and the behaviour of the perpetrator will be monitored. If bullying has been targeted at the victim more than once, an intervention will take place for the victim, led by the Pastoral Team. A restorative conversation will take place between the perpetrator and the victim.

Parents of both the perpetrator and the victim will be informed by the member of the leadership team involved.

Third incident:

SLT to be informed. The perpetrator and their parents will have a meeting with a member of SLT and an appropriate supportive plan agreed.

A restorative conversation will take place between the perpetrator and the victim. If the victim has experienced bullying by the perpetrator more than once, they will also have a meeting with the member of SLT to ensure they understand the actions put in place.

If the pupil continues to bully after following the above measures, advice from external agencies will be sought.