

A child tells you they are being bullied, a parent tells you their child is being bullied or you suspect bullying behaviour.

Listen, take notes, establish who, what, where, when and how. Explain the importance of fairness and ask for time to speak to the relevant people and investigate.

INITIAL INVESTIGATION
- Victim - Witnesses - The bully
- Class teacher (if this is not you)
Make notes after each interview. Discuss with the Head of the Key stage and make a judgement. Is it bullying?
- Has it happened more than once or does it have the potential to begin a pattern?
- Is the behaviour linked to a Protected characteristic?

YES

NO

Complete Behaviour Incident form , log on MyConcern and attach

Meet with class teacher, anti-bullying coordinator and a member of SLT to agree a strategy.

Speak to all children involved and suggest ways that they could avoid incidents.

Meetings arranged with parents of all children involved.

Speak to parents of all children involved and share judgement and next steps.

Speak to all children concerned – explain strategy, outcomes and ensure they understand.

MONITOR SITUATION

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SUBSEQUENT ALLEGATION

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Return to STEP 1 of the cycle.

