

FLOWCHART OF PROCEDURE



Alleged bullying behaviour or **incident is reported** to Remove or Pupil Support or class teacher



Member of staff receiving allegation **listens to ascertain facts** of alleged incident



Member of staff **identifies appropriate action(s)** to take:

- ✓ *Interview and/or counsel pupils involved*
- ✓ *Completion of Alleged Bullying Report*
- ✓ *Pass to DO, House Leader , PTC or pupil support*



DO / House Leader / PTC / Pupil Support decides on **next appropriate action(s)** to be taken:

- *Restorative meeting to be held – pastoral note entered*
- *Parental involvement by phone call, meeting with DO / House Leader / Year Head / PTC / SMT involvement*
- *Further support identified and accessed from partner agencies*
- *Feedback to all interested parties*
- *Completion of spreadsheet to record incident centrally*



Alleged bullying report filed in log with Miss Hughes in House office once logged in pastoral notes



ALLEGED BULLYING INCIDENT REPORT

Pupil(s) being bullied			Year	Tutor
Pupil(s) allegations being made against			Year	Tutor
Date	Period	Location/Subject	Reported to/observed by	
Description of the event and initial actions				
Type of bullying behaviour				✓
EMOTIONAL – being unfriendly, excluding, tormenting eg hiding belonging, making gestures				
PHYSICAL – pushing, hitting, kicking, spitting or any other use of violence				
VERBAL – name calling, sarcasm, spreading rumours, teasing, making threats				
CYBER - all areas of internet; email, BBM, Facebook or threats using mobile; text messaging, calls, misuse of associated technology eg camera/video				
PREJUDICED – comments/actions at pupils perceived to be different eg Young Carers, students with additional needs, Looked After Children and disabled pupils				
RACIAL – racial taunts, graffiti, gestures, deliberate physical attacks, being singled out because of skin colour, way they talk, ethnicity, religion or cultural practices				
GENDER BASED – refers to the negative attitudes, feelings and behaviours regarding a person's biological sex.				
HOMOPHOBIC – hurtful behaviour and attitudes which focus on the issue of actual or perceived sexual orientation				

ACTION(S)	TAKEN BY	DATE
Interview/counsel person being bullied		
Interview/counsel person accused of bullying		
Feedback to initial referrer		
Passed to Pupil Support/HOH		
Pastoral notes updated		
Parental contact by phone		
Meeting with parents		
SMT informed		
Restorative meeting held		
Referral for additional support Agency:		
Incident filed in log		
Completion of Bullying Log spreadsheet		

Outcome	
Signed	Date