

Our Response to an Incident of Bullying

1

Listen actively to the target, reassure them, explain any immediate next steps and ask if they need any further support from you

2

Contact all parents to inform them of the situation, explain the consequences and communicate the planned next steps

3

Log the behaviour and any follow up actions

4

Hold a meeting with relevant staff to discuss possible actions and interventions for both the student affected and the student responsible.

5

Hold individual conversations with all students involved to help them understand their roles and the impact of their actions

6

Provide daily welfare check-ins over the next two weeks to ensure the student feels supported and monitored

7

After two weeks, check in with the students and their parent. If everything is going well, close the logged incident and continue with any planned actions moving forwards. If concerns continue keep the log open and record all new actions