



ANTI –BULLYING PROCEDURE

If a case of bullying is brought to the attention of a member of staff the following procedures should be followed:

- LISTEN
 - DISCUSS
 - RECORD
 - ACT
1. Keep calm. Diffuse the situation, remove students to a quieter area.
 2. Be aware of situations inside and out of class when bullying may occur.
 3. Listen to what the students say. Treat all complaints of bullying seriously.
 4. Record the information on paper – have all parties concerned write down what happened. Try to obtain information from an independent source. Interview pupils separately, keep bully and victim apart. A standard form is available.
 5. Take appropriate action. Inform Pastoral Leader who should then counsel and/or punish the bully, if appropriate, and record all bullying incidents in School bullying log.
 6. Pastoral Leader should then communicate with the parents of both bullies and victims and enlist their help in resolving the situation.
 7. Pastoral Leader should discuss the outcome with the bully and make sure the bully understands what he or she has done is wrong.
 8. Help the victim to overcome loss of confidence, revise self esteem and enlist aid of other students to help do this.
 9. In the case of prolonged incidents of bullying involving physical assaults or extortion of money, or property, the Assistant Head teacher must be informed and may recommend exclusion.
 10. In EXTREME cases the Head teacher may decide that exclusion is the only answer.

September 2010

Please also see the Behaviour Policy