

Procedures for Dealing with Bullying Incidents in Schools

All incidents should be mentioned at the weekly staff meeting. This enables staff to be aware of any incidents

Low Level	Medium Level	High Level
Step 1	Step 1	Step 1
Member of staff talks with those involved and decides no further action is required: reinforces with all involved school's stance with regard to bullying	Member of staff decides that the behaviour needs to be further investigated and either takes on the case or formally reports the details of the incident to the appropriate member of staff	Member of staff decides the behaviour is potentially so serious that it has to be referred to a senior member of staff, and if appropriate the Child Protection Designated Person.
Step 2	Step 2	Step 2
Pupil who has been the "target" is asked to report any subsequent unpleasant behaviour immediately to a member of staff and parent/carer	Behaviour investigated to access nature and severity of the behaviour: all those involved including bystanders talked to: behaviour records checked: parents informed, involved as appropriate and provided with regular feedback	Senior member of staff informs parents immediately and meeting arranged as soon as possible (unless such action could put a child at risk)
Step 3	Step 3	Step 3
Member of staff decides to inform other members of staff to keep "eyes" and "ears" open	Assessment completed, details recorded and appropriate action implemented: support to those bullied: help to change behaviour of those bullying: bystander behaviour addressed: parents informed and involved	Appropriate senior member of staff instigates immediately an investigation and decides whether case needs to be referred to external agency; for example Child Protection and/or Police: where external agencies involved further school action needs to be agreed with involved agencies
	Step 4	Step 4
	Review of effectiveness of action taken within appropriate timescale	Assessment completed, details recorded and appropriate action implemented: support to those bullied: help to change behaviour of those bullying: bystander behaviour addressed: parents informed and involved: severity of behaviour determines appropriate sanction: decision made about involvement of appropriate specialist external support agencies
		Step 5
		Review of effectiveness of action taken within appropriate timescale.