

## Bullying Reporting Structure & Menu

### Bullying Incident 1

- Reported to form tutor
- Form tutor lets other form tutor know
- Form tutor(s) action (s) both the victim and the perpetrator from the menu and fill in Potential Bullying Incident form.
- Form tutor either keeps the form for collection if resolved or passes it to HOY if not.
- J. Shipley collects forms every week from Form tutor if resolved and uploads the details to the bully log
- Form tutor welfare checks the student the next day

### Bullying Incident 2 (same child/victim/ perpetrator)

- Form tutor passes form to HOY if not resolved
- HOY(s) action(s) victim or perpetrator from the menu
- HOY contacts parents and discusses incident and actions
- HOY welfare checks the student the next day
- HOY pass form onto JES and puts all the details onto My Concern

### Bullying incident 3 (same child/ victim/perpetrator)

- HOY passes form onto JES if the student is a student they have already dealt with in relation to the same victim/ perpetrator
- JES actions both the victim and the perpetrator
- JES distributes Positive Pad for victim and checks it each day
- JES contacts home for both students and discusses actions
- JES welfare checks victim daily for a week then 6 weeks later.
- JES puts all the details onto My Concern

### Bullying incident 4 (same child/victim/ perpetrator)

- JES passes form onto SLT if the student is a student they have already dealt with in relation to the same victim/ perpetrator
- SLT (**either PAS or SIF**) actions both the victim and the perpetrator
- SLT distributes Positive Pad for victim
- SLT contacts home for both students and discusses actions
- JES welfare checks victim daily for a week then 6 weeks later.
- JES puts all the details onto My Concern

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### Bullying Incident 1&2: Sanctions/ support

- Discussion about resilience (victim) allowing young person to tell their story in their own words at their own pace
- Website helplines and discussion (victim)
- Offer of mediation with perpetrator (victim)
- Buddy system with a peer for moral support (victim)
- Daily check in and chat with FT or HOY (victim)
- Use of library at breaks and lunches until settled (victim)
- Detention with form tutor (perpetrator)
- Removal of breaks and lunches for 1/2 days depending on severity (perpetrator)
- Opportunity to present PPT to form class on the affects of bullying and name calling (perpetrator)
- Referral to Safeguarding for small group work on self esteem (victim)
- Discussion about how bullying and name calling affects self esteem - Restorative discussion- (perpetrator)
- IEU placement 1 day
- Supporting in The Bridge/Anti-bullying hub for students with low self esteem and social/friendship groups

### Bullying Incident 3&4: Sanctions/ support

- Discussion about resilience (victim) allowing young person to tell their story in their own words at their own pace
- Website helplines and discussion (victim)
- Offer of mediation with perpetrator (victim)
- Buddy system with a peer for moral support (victim)
- Daily check in and chat with JES (victim)
- Use of library at breaks and lunches until settled (victim)
- Use of the Positive Pad for positive self talk (Victim)
- Referral to Safeguarding for small group work on self esteem; Younger Mind Counselling (victim)
- Discussion about how bullying and name calling affects self esteem - Restorative discussion- (perpetrator)
- Work around antecedant to behaviours displayed (perpetrator)
- IEU placement (perpetrator)
- Supporting in The Bridge/Anti-bullying hub for students with low self esteem and social/friendship groups
- Referral to J. Ledingham regarding being part of the student council