

ANTI-BULLYING ACTION FLOW CHART

STUDENT IS BULLIED

Bullying concern is reported to school by another student or parents/carers.

Victim personally reports bullying directly to an adult in school.

Meeting takes place between victim and adult in school.

Clarify the facts

Suggest way's forward

Bullying Incident Report form completed

Designated adult leads discussion with all parties;

Child's name added to diary

Assign TA to observe and monitor

Parents/Carers of all parties involved

Short term review

Meeting notes recorded with actions

Agreed actions discussed with Miss Shaw and class teacher;

Restorative approach

Mentoring

RESOLVED

Incident resolved/bullying stops.

NOT RESOLVED

If issue unable to be resolved Miss Shaw to hold an anti-bullying family conference with all parties.

REVIEW DATE TO BE SET DEPENDING ON INCIDENT