# Dealing with incidents of bullying

Pastoral Support Team:
Welfare Lead
Pastoral Asst
HOY
KSL

Student/parent reports an incident of bullying

WL speak with the student, check that they are unharmed, remind them that they are in a safe space, reassure them that they are doing the right thing. Make notes if necessary.

Does the student require medical attention?

Seek medical attention from admin services

Once you are sure the student is okay, WL to ask them to sit in a quiet space to write a blue incident form: Identify student(s) alleged to be instigating bullying.Identify any witnesses.Identify what, where and when this has happened.
**WL CONTACT PARENTS TO LET THEM KNOW THIS IS BEING INVESTIGATED**

Statements collected and sent to admin services. WL collects information and begins investigation, ensuring that any witnesses are spoken with and further statements/evidence reviewed. Review any CCTV footage

WL meet with the student alleged to have carried out the bullying incident. Ask the student to write a statement about the incident detailing what happened and who was involved

WL anti-bullying intervention

Once all statements reviewed:
WL to liaise directly with HOY/KSL for appropriate level of consequence/sanction.
Contact parents of perpetrator, inform them of level of sanction.
Contact parent of student being bullied, inform that this has been investigated and apporpriate actions taken, including parental contact.
Speak with victim of bullyiing, reassure them that this has been dealt with and clarify what they should do if they experience any further incidents.
Speak with any witnesses, thank them for reporting the incident and reassure them that this has been dealt with.
Record incident as 'bullying' on CPOMS.

Pastoral team mediation between parties involved

HOY check back with student and parent after 1 and 2 weeks to ensure there have been no further incidents