Addressing Allegations of Bullying

INFORMAL STAGE

Allegation made to class teacher

Allegation made to other member of staff



Inform class teacher



Class teacher investigates.

Speak with pupils individually where necessary.

Use template 1 to document informal stages.

Inform principal.





If bullying behaviour has occurred:

Contact all parents and:

- Inform
- discuss school actions
- Address questions

If bullying behaviour has **not** occurred:

Contact parents of complainant and inform



Meet with child and discuss that they are in breach of the school's anti-bullying policy. Explain required changes.

Addressed



Not addressed

If adequately and appropriately addressed within 20 school days, continue to monitor.

Ensure handover with next class teacher.

If not adequately and appropriately addressed within 20 school days, complete template 2 and discuss further with the principal.

FORMAL STAGE

Template 1: Behaviour Reporting Form (Informal Stage)

Completed by:	Date:		
Name of person reporting alleged bullying conce	rn:		
Relationship to person being allegedly bullied:			
Location(s) of alleged incident(s):			
Name of pupil being allegedly bullied:			
Class:		**************************************	
Teacher:	5		
Name of pupil allegedly engaging in bullying beha	aviour:		
Class:			
Teacher:	:		

Type of alleged bullying behaviour being reported (Tick as appropriate):

Damage to property	Intimidation	
Isolation / Exclusion	Malicious gossip	
Name calling	Cyberbullying	
Racism	Homophobic bullying	
Other identity-based bullying	Other (please specify)	

Template 2: Template for recording bullying behaviour

Complete template 1, plus the following additional information:

Brief description of bullying behaviour and its impact					
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Details of actions taken					
(Relevant Teacher 1)	Date				
Signed	Date				
(Relevant Teacher 1)					
Date submitted to Principal:					