## Appendix 1

# Procedure for Dealing with Allegations of Bullying

#### Step 1—Allegation is made

- By the child (selfreferral)
- By another child
- By a member of staff

# **Bullying**

- Persistent
- Deliberate
- Power imbalance

#### Step 3—Information Sharing

- Parents informed of their child's involvement
- Relevant members of staff informed if appropriate

#### Step 4 — Taking Action

- Strategies and actions matching the individual needs of the children involved are agreed
- Situation is monitored by class teacher, well-being leader and head teacher
- Review meetings with children to ensure situation is resolved within a set time

#### Step 5 — Further Action

- If the situation has not been resolved fully within the set time, Head teacher and Chair of Governors informed
- Advice sought from Local Authority

## Step 2 —Investigation

- Child meets with a member of staff
- Facts and information are gathered from witnesses if possible
- Mediatory approaches are used if appropriate

# Friendship Fall-out

## Step 3—Information Sharing

- Relevant members of staff informed if appropriate
- Parents informed if appropriate

# Step 4 — Taking Action

- Strategies and actions matching the individual needs of the children involved are agreed
- Situation is monitored by the class teacher