

Dealing with incidents

If an incident is reported, the following steps will be taken. No action will be taken without the consent and understanding of the alleged victim.

Once the situation is resolved, all students involved will be closely monitored to ensure they are supported and the behaviour is not repeated.

Stage 1	As soon as possible, within one school day, the pastoral team will; <ul style="list-style-type: none">• Take statements from everyone involved to gain their version of events• Contact parents/carers of the alleged victim(s)/perpetrator(s) to make them aware a report has been made and it is being investigated• Take the necessary time to investigate fully, ensuring the outcome is fair• They may put temporary support in place whilst they do this
Stage 2	If the allegation is found to be true and bullying has taken place, the member of staff investigating will agree the following with a Senior Leader; <ul style="list-style-type: none">• Appropriate sanctions in line with the school's Behaviour Policy• Appropriate actions to support the victim, including how and when the team will check in with the victim to ensure there has been no further incidents• Appropriate actions to prevent repeated bullying by the perpetrator• Appropriate communication to all parties involved
Stage 3	A member of staff will once again contact the parent/carer of both the alleged victim(s)/perpetrator(s) to make them aware of the outcome of the investigation and the action that will be taken
Stage 4	All allegations of bullying will be recorded centrally by the investigating member of staff. The named member of staff for Anti-Bullying will check this information and look out for any trends or concerning behaviours that may need to be addressed within school
Stage 5	If needed, the pastoral team may ask for support from other agencies outside school. E.g Police, counsellors.