1

All reports of bullying will be taken seriously and acted upon as quickly as possible.

When the allegation is made – the member of staff involved will record the allegation and give all details to the Headteacher.

The victim will be reassured, given support and advice.

2

The Headteacher will then assess the seriousness of the allegation.

After a thorough investigation, if bullying is found to have taken place the Headteacher will speak to the victim and parents will be contacted.

The following actions will then take place.

3

Ensure the 'bully' is aware of the disapproval of the actions – discuss the allegations and clarify School Expectations and Consequences.

If sanction is used, inform the 'bully' of the reason it is being given.

Sanction should be in relation to the seriousness of the incident

4

Inform all concerned of the actions taken.

Ensure children are aware that bullying will not be condoned.

Depending on the nature of the bullying, take appropriate action to modify the behaviour of the 'bully' – log actions taken and inform parents.

5

Ensure regular contact and support is put into place for the 'victim' so they feel safe. Ensure Governors are aware of allegations made and actions that have been put into place.

