Pathways of Help

Pupil believes they are being bullied

Step 1

Pupil puts a note in the 'Time to Talk' box

Pupil tells a member of staff

Pupil tells another pupil

Pupil tells a parent, carer or trusted adult

Pupil witnesses an incident of bullying. → Pupil informs a member of staff

Parent/carer informs school.

Staff member meets with the pupil to discuss and record their concerns within 1 day. Incident recorded on CPOMS.

No evidence of bullying. Reassure pupil and monitor.

Evidence of bullying – move to Step Two.

Step 2

Parents/carers of pupils involved are informed.
Pupil being bullied meets with their class teacher and/or floor leader.
Pupil exhibiting bullying behaviours meets with their class teacher and/or floor leader.
Actions are agreed, and staff buddies of all pupils are informed.
Incident added to CPOMS.
Staff review the actions daily in the first week.

No further incidents of bullying → Incident is monitored each half term by SLT.

If bullying continues or the initial incident requires fast tracking

Step 3

Incident is passed onto headteacher/deputy headteacher.
Discussion takes place with all parties – pupils/parents/carers.
Action plan is updated.
Any of the following strategies are put into place:

- Restorative justice
- Anger management programme
- Circle of friends
- Internal exclusion
- Use of external agencies, for example Inclusion Team.

No further incidents of bullying → Incident is monitored each half term by SLT.

If bullying continues

Step 4

Headteacher/Deputy Head Teacher/s and Chair of Governors seek advice from the Local Authority.