

Twynholm Anti Bullying Policy and Procedure	
Notes	Procedure
Reassure child that incident is taken seriously and will be dealt with	Bullying incident reported..Find a safe space for conversation to take place.Take note of all details of incident teacher completes referral to SEEMIS to ensure incident recorded
	At the earliest possible opportunity investigate incident. Talk to alleged children involved in the bullying behaviour. Record notes of discussion. Keep victim informed of all actions and discussions
Remind child of school rules and why these are so important. Check with parents of bullying child if there are any issues problems at home that might be leading to this behaviour	If bullying confirmed to have taken place child reminded that bullying is unacceptable in school and the behaviour MUST stop. Inform parents and carers of child carrying out the bullying behaviour of all that has happened – through phone call and letter (see appendix a)
Possibility of whole class work on issues involved / anti bullying assembly	Inform parents and carers of bullied child of the reported incident and of action taken so far. Bullied child told to inform staff of any further bullying incidents immediately
All staff monitor behaviour	If bullying behaviour stops no further action will need to be taken.
Consider possibility of referrals to outside agencies if appropriate.	If bullying continues – again reassure victim that action will be taken. Record all incidents on SEEMIS.Contact parents / carers of bullied child.
Keep bullied child and parents informed of what is happening at all times.	Speak to child carrying out bullying behaviour at earliest possible opportunity remind them of previous agreement. Inform parents of child carrying out bullying behaviour through phone call and letter (see appendix b) –organise school based meeting with parents and child.
	Until meeting is held remove child carrying out bullying behaviour from all areas of potential bullying behaviour – (e.g.playground and dining hall).
	Meet with parents and child exhibiting bullying behaviour. Remind that bullying behaviour is unacceptable and MUST stop – sign agreement that behaviour will not continue (see appendix 3)
Behaviour must be monitored carefully by all staff. Phase return to areas such as the playground and dining area.	Child carrying out bullying behaviour allowed back into shared areas. If bullying behaviour stops no further action will be taken.
	If bullying behaviour continues the child carrying out the behaviour will be isolated from classmates. A further meeting will be called with all relevant parties and possibly with outside agencies where appropriate (e.g. social work / educational psychologist). Child will remain isolated from all areas where bullying behaviour might take place until situation is resolved.