



Dealing with concerns

If you or your child report a concern the below flowchart will be followed

HOW PARENTS CAN RAISE CONCERNS

In the first instance concerns should be brought to the class teacher. You can:

Call and leave a message with the office

01302 874536

Email:

Admin@bentleyhighst.doncaster.sch.uk

HOW CHILDREN CAN RAISE CONCERNS

Concerns can be told to the class teacher or trusted adults.

Children can also put concerns into the class worry box.

Timescale

We aim to investigate all concerns the same day.

Parents will be given an update by the end of the day.

If there is a reason that stops the full investigation for example a child involved is off, we will update parents with the findings so far and update as soon as possible.

INVESTIGATION

The class teacher, or a senior leader depending on the concern, will then investigate.

If other children are involved they will be separated during the investigation.

During an investigation, children will be spoken to individually.

Children are reassured and the concern is discussed calmly and without bias

FINDINGS

Findings will be shared with a senior leader and next steps decided.

BULLYING

If bullying is identified:

- Logged in the bullying records and cpoms
- All parents informed.
- Key staff made aware to monitor closely.
- Pastoral work with the child who experienced the bullying.
- Work with the children who committed the bullying on the impact of bullying.
- Sanction put in place based on level of bullying.
- Risk assessment in place and reviewed after two weeks.

BEHAVIOUR INCIDENT

If a one-off behaviour incident is identified:

- Logged in our behaviour records.
- All parents informed.
- Key staff made aware to monitor closely.
- Pastoral check-in with the child who experienced the incident.
- Work with the children who committed act to understand the consequences of their actions.
- Sanction put in place based on level of incident.
- Risk assessment in place and reviewed after two weeks.

UNFOUNDED

If the situation was unfounded or misinterpreted:

- Logged in our records.
- Findings fed back to children involved and parents.
- Pastoral check-in with child who raised concerns to reassure and support as needed.
- Key staff made aware to monitor closely.

POSSIBLE SANCTIONS

Stage 2 Incident

Time from Break

Stage 3 Incident

Time in another classroom during dinner
20/20/20 lunch time
support plan

Stage 4 Incident

Internal/ External lunch
time suspension
Missing of after school clubs
Missing of school trips

Stage 5 Incident

Internal/
external suspension
Missing of after school clubs
Missing of school trips