



# 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, please call and leave a message with the office if you do not see your child's class teacher regularly before or after school.

## 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