

### Procedure for reporting an incident of bullying

All reports of bullying or discrimination should be reported to the class teacher.



This will be investigated immediately by the class teacher.



The class teacher will complete a bullying or racial incident form which is kept in the school office.



The child being bullied and the bully will take part in restorative practice (led by an adult). The amount of help given will depend on how bad the bullying is.



Parents of all pupils involved will be informed and a meeting arranged if necessary.



The class teacher will arrange a date to review the incident and highlight any further need for involvement.

### Involvement of SLT

- Phase leaders will be informed of any incidents of bullying and will become involved with persistent or serious cases of bullying.
- Phase leaders will share incidents at SLT meetings.
- Incidents will be reviewed weekly at SLT meetings.
- Persistent case of bullying will be dealt with by the deputy or head teacher.