Overview Illustrating Procedures Involved when Supporting Pupils who are Experiencing or Displaying Bullying Behaviours or Alleged Bullying Behaviours

Concern reported relating to Bullying Behaviour Part 1 of the Bullying Concern Assessment Form (BCAF) will be completed by staff member/form teacher, ensuring clear and thorough record(s) taken and maintained. This will be passed onto Head of Year who must ensure this is recorded on the digital Bullying Concern Register. Additional statements and records taken where necessary ensuring all students are listened to. This should include both the student experiencing and the pupil displaying bullying behaviour or alleged bullying behaviours. Alleged behaviour does meet the definition of Alleged behaviour does not meet the definition of bullying behaviour. bullying behaviour. Parents/carers will be informed Parents/carers may be informed Proceed to Positive Behaviour Parts 2 and 3 of the Bullying Management Policy and Appropriate actions Concern Assessment Form Procedures. and support steps (BCAF) will be completed by will be taken, the Head of Year. Record the behaviour incident on including restorative SIMs. interventions. Updated the BCAF Part 4 to indicate the concern as resolved. Concern is resolved Concern is not (Part 4 BCAF) resolved (Part 4 BCAF) Head of Year Head of Year will continue will refer to to review and concern Head of Year will indicate if monitor the onto the the document has been situation for a Vicefiled and/or attached to given period Principal SIMs as a linked document. of time and Pastoral for update BCAF further accordingly at review and a later date. intervention. Vice-Principal Pastoral will carry out further investigation and review to assess severity of the concern. Parents/carers will be engaged and kept informed. BCAF will be updated accordingly.