



Bullying Issues Referral Route

Issues reported to another student



Anti-Bullying Policy followed by the student who reports the incident to someone who can help

Remember: 'STOP STOP'



➊ Issue/incident reported to member of staff or witnessed by member of staff



➋ Initial investigation into a report of bullying and log on SIMS*

Use Incident Forms to take statements, collect witness information and details as appropriate. Take action as necessary.

Seek advice from HOH or ABO if needed



➌ If not reported to Form Tutor via SIMS Inform Form Tutor of victim and perpetrator Form Tutor(s) take appropriate action if not done by the reporting staff



➍ If not reported to Head of House via SIMS Inform HOH of victim and perpetrator HOH takes appropriate action or takes follow up action if further monitoring/intervention is required **STOP AGREEMENT** signed as required.



THROUGHOUT - ALL STAFF

- Refer to the school's Anti-Bullying Policy which links to the Behaviour for Learning Policy
- Consider methods of restorative justice and mediation as appropriate
- ➋ • Instigate disciplinary procedures for students as necessary
- Keep careful records of all actions taken and update SIMS to state these – **DO NOT LEAVE ISSUES UNRESOLVED**
- *Seek advice from HOH or ABO as needed*

REMEMBER: Racist incidents are not always bullying but must always be recorded as racist incidents. See L Wise for the current procedure and documentation.

(NOTE: Report may be from a student, other member of staff, parent or concerned member of public etc)

(NOTE: *Before logging an incident as 'bullying' – please ensure that it meets the 'STOP STOP' criteria. If not, the issue should still be logged as an 'incident' and dealt with.

Inform parents as necessary

Instigate suitable support for students (both victims and bullies) as required in line with the Anti-Bullying Policy

Remember friends/parents/witnesses or other individuals involved may also need support

HOH to decide if any students are at any risk and take appropriate action with internal staff, parents/carers or outside agencies as necessary.

May need to inform DSOs.

ISSUE RESOLVED

Any records (Incident reports any other relevant details) are placed on students' FILES and electronic logs are marked as 'Resolved' on SIMS

Inform teaching staff/duty staff/ other staff as necessary for relationship monitoring

Inform Anti-Bullying Officer via SIMS Log



All reports contribute to the Bullying Record Log which will be generated from the information logged on SIMS. This is crucial for monitoring and evaluation.

➎ IF ISSUE NOT RESOLVED

Return to Stage ➋ or ➌ as appropriate for further action

Speak to Head of House (HOH) or Anti-Bullying Officer (ABO) as necessary



The Kingswinford School

ACADEMY STATUS

