

TIMELINE FOR
MANAGING
BULLYING
INCIDENTS

Task/Action to be taken	<p>Step 1 School Action- school to follow own procedures to interview and deal with perpetrator with target of bullying for 1 off / minor incidents. If incidents continue or escalate – start Action Plan.</p> <ul style="list-style-type: none"> Record in school log: time/ date and detail If notified by parent/other source record as above noting source. Refer to Anti-Bullying policy for staff advice Arrange meeting as soon as possible to share policy and proceedings with parent/s School Nurse may have relevant information <p>All racial incidents need to be recorded if deemed racist by the target. If bullying involves refugees/asylum seekers/ethnic minorities you may need to refer to Black & Minority Ethnic Services Tel 0191 4268140</p>
Person(s) Responsible	Head Teacher or nominated staff member could be the person the incident is reported to.
Start Date	Immediately
End Date	Within 5 days from reported incident
Resources	<ul style="list-style-type: none"> Log book Anti-Bullying Policy
Recording / Evidence	<p>Record of log book</p> <p>Proforma for initial/second interview with parents.</p> <p>Record of initial interviews with</p> <ul style="list-style-type: none"> Target Parent(s) of target Aggressor Parent of aggressor(s) <p>Record of secondary interviews with the above if required</p> <ul style="list-style-type: none"> Target Parents Aggressor(s) Parents <p>Parents should receive copy of policy and actions to be taken after the first meetings.</p>
Monitoring	<p>By nominated staff member:</p> <ul style="list-style-type: none"> Continue to monitor and record any issues incidents comments Review after 2 weeks and interview target/aggressor/witnesses
Outcome	<p>If resolved:</p> <ul style="list-style-type: none"> No more action to be taken Parents informed of outcome. <p>If bullying has continued Step 2</p>
Success Criteria	<ul style="list-style-type: none"> Increase in number of logged incidents No of reported incidents reduced

Task/Action to be taken	<p>Step 2 School Action</p> <p>Arrange third meeting with parents and child pastoral head /staff member</p> <ul style="list-style-type: none"> • Report with log book and details of review meeting • Discuss strategies in place • Note actual places where any further incidents may have occurred in/out of school • If off school premises parents should contact the community police officer - Community Police 0191 5365858 • If in school nominated staff//buddies will monitor areas where frequent bullying incidents occur
Person(s) Responsible	Head Teacher / Nominated staff member / Head of Year / Pastoral Head / Buddies
Start Date	Within 21 days of Action Plan initiated.
End Date	21 days or more of Action Plan initiated.
Resources	<ul style="list-style-type: none"> • Time for meeting and appropriate staff • Diary and log book
Recording / Evidence	<p>Record of interviews if required</p> <ul style="list-style-type: none"> • Target • Parents • Aggressor(s) • Parents <p>Parents should receive copy of actions to be taken after the second meetings.</p> <p>Proforma for third interview with parents.</p>
Monitoring	<ul style="list-style-type: none"> • By Head or Head of Year/Pastoral Head. • Review child's diary with target and mentor
Outcome	<p>If resolved</p> <ul style="list-style-type: none"> • No more action to be taken <p>If bullying has continued move to Step 3</p>
Success Criteria	<ul style="list-style-type: none"> • No of incidents resolved

Task/Action to be taken	<p>Step 3 Contact outside Agencies</p> <p>Convene a separate family conference for both target and perpetrator with appropriate members to support child and parent, for example:</p> <ul style="list-style-type: none"> • EWO • Social Worker • Mentor • Teacher • Pastoral Head • Head Teacher • Educational Psychologist • Nominated mediator
Person(s) Responsible	Head Teacher / Nominated staff member / Head of Year / Pastoral Head
Start Date	Within the 35 days of the Action Plan being initiated.
End Date	Within 42 days of the Action Plan being initiated.
Resources	<ul style="list-style-type: none"> • Time • Nominated people
Recording / Evidence	Minutes of Family Conferences
Monitoring	<p>Head / Head of Year / Pastoral Head</p> <ul style="list-style-type: none"> • To keep all informed of on-going measures • Monitor for 2 weeks then reconvene for evaluation if required
Outcome	<p>To resolve issues and provide staff, parents and child further strategies e.g.</p> <ul style="list-style-type: none"> • Aggressor excluded for a set time • Target or aggressor if in same year to be moved into other classes • Parents could provide opportunity for target to go to clubs improve self- esteem <p>If bullying has continued move to Step 4</p>

Task/Action to be taken	Step 4 Referral to Governors Meeting arranged with parents and Chair of Governors
Person(s) Responsible	<ul style="list-style-type: none"> • Nominated staff member to inform parents of Chair of Governor • Parents to write to Chair for a meeting
Start Date	Within 48 days of incident
End Date	Within 14 days of family conference
Resources	Chair of Governors / designated governor
Recording / Evidence	<ul style="list-style-type: none"> • To ensure the above actions have been treated accordingly following the action plan for bullying incidents • To ensure that parents were kept informed at each step. • School to provide copy of meetings.
Monitoring	Chair of Governors / designated governor
Outcome	<p>If resolved:</p> <ul style="list-style-type: none"> • No further action to be taken <p>If parents/child feel it is not being dealt with effectively:</p> <ul style="list-style-type: none"> • Head teacher to write to LA using proforma to engage support from LA officers – Step 5

Task/Action to be taken	Step 5 Referral to LA Parents / School to ring / write to LA
Person(s) Responsible	School
Start Date	Within 7 days of the meeting with the Chair
End Date	Within 5 days of contact from the parent
Resources	LA
Recording / Evidence	
Monitoring	<ul style="list-style-type: none"> • To ensure the above actions have been treated accordingly following the action plan for bullying incidents • To ensure that parents were kept informed at each step.
Outcome	<p>If resolved:</p> <ul style="list-style-type: none"> • No further action to be taken <p>If parents/child feel it is not being dealt with effectively provide them with next step :</p> <ul style="list-style-type: none"> • Governors to meet with LA reps to discuss next steps

