



LYONSDOWN SCHOOL
ANTI BULLYING POLICY
APPENDIX 4

Anti-Bullying Flowchart

This policy also applies to the EYFS

Updated	Review Date	Version
January 2018	January 2019	2018.01

Signed: Ms Andrea Morley (Chair of Governing Board)

LYONSDOWN SCHOOL
Process for reporting / dealing with incidents of any form of potential bullying

This process will be driven by the appropriate Senior Manager:

- Head or Deputy Head for Years 3-6
- Head of Lower School for Years 1 & 2
- EYFS Leader for Reception
- Head of Nursery for Nursery

Members of staff reporting

Try to get the facts straight: Initial discussions should be held with alleged perpetrators, witnesses and victims.
 Fill in Academic and Pastoral Communication Form [APCF], giving details of concern and alert Form Teacher.
 APCF circulated to Form Teacher and the appropriate member of the Pastoral Team (Head / Deputy Head / Assistant Head of Lower School / EYFS Leader / Head of Nursery)
 There should be clear indication that incident could be potential bullying.

Appropriate member of Pastoral Team

Investigate further by meeting with the alleged victims, witnesses and the perpetrator to establish situation / issues.
 Make initial decision about seriousness and act accordingly.

Bullying suspected?

YES

Alert Head and Deputy Head Pastoral.
 Agree Plan of action with Head and / or Deputy Head (see below).
 Complete Pastoral Bullying Log.

NO

Alert relevant staff** to issues and actions.
 Ensure pastoral care and support in place.
 Communicate / discuss with parents if necessary.
 Monitor / take action until satisfied that matters are closed.
 Ensure documentation complete and filed.

Plan of Action

Head / Deputy Head / Senior Managers to speak to those involved. Another member of staff to take notes. Any pupils waiting outside should be chaperoned by an adult.
 Head / Deputy Head / member of Pastoral Team should contact parents and invite for discussion.
 Meetings / phone calls should be recorded on a Pastoral Communication Form and filed with incident records.
 Pastoral support put in place for victims.

Bullying confirmed?

YES

Sanctions agreed for perpetrators and communicated / discussed with parents.
 All relevant staff** made aware of actions / support / sanctions.
 Update Pastoral Bullying Log.
 Ensure documentation complete and filed.

NO

Monitoring put in place.
 Pastoral support and sanctions (if necessary) put in place for perpetrator.
 Parents contacted and invited for discussion (if appropriate).
 All relevant staff made aware of monitoring arrangements and support / sanctions (if applicable).
 Update Pastoral Bullying Log.
 Ensure documentation complete and filed.

****Relevant Staff Checklist**
(Dependent on nature of incident the following groups of people may need to be informed)

- Head
- Deputy Head
- PSHCE Co-ordinator
- Form Teacher
- Subject Teachers
- Sports Staff
- Welfare Officer
- Extra-curricular subject staff
- Playground Supervisors
- Lunchtime Supervisors