



## Anti-Bullying Procedure Wyvern St Edmund's Learning Campus



This procedure should be followed by staff for all reported incidents of bullying behaviour.

- 1) If you are aware of an incident of bullying an “Anti-Bullying Referral Form” (appendix A) must be completed in as much detail as possible and passed to the alleged perpetrator/s Head of Year.
- 2) The Head of Year will lead a thorough investigation into the alleged incident, arranging for written statements to be taken from all students who are aware of, or involved in the incident using an “Incident Record Form” (appendix B)
- 3) Once all information has been gathered the Head of Year will make a judgement on the outcome in consultation with other Heads of Year/SLT/Pastoral Managers as appropriate and an agreed outcome decided upon in line with the Wyvern St Edmund's Behaviour Policy/Anti-Bullying Policy
- 4) In consultation with parents and pastoral staff, support to be offered to both perpetrator and victim to prevent any future concerns, including restorative support as appropriate.
- 5) Once the investigation is complete, all associated documents should be passed to the Senior Pastoral Manager – Safeguarding who will enter appropriate details onto SIMS, keep accurate records of incidents throughout the year and keep all incident documents in line with Wiltshire Council Safeguarding Board recommendations.

December 2018

## Anti-Bullying Referral Form

<b>Date &amp; time of alleged incident</b>		<b>Date of report</b>	
<b>Name of alleged victim(s)</b>		<b>Tutor Group</b>	
<b>Name of alleged perpetrator(s)</b>		<b>Tutor Group(s)</b>	
<b>Name of person making record</b>		<b>Role in school</b>	

### Type of Incident (tick all that apply):

Verbal		Racist	
Emotional		Sexual	
Theft/Damaging property		Cyber bullying	
Physical		Homophobic	

<p><b>Description of Incident:</b></p> <p><b>Attach additional sheet(s) if necessary and written accounts from students</b></p> <p>(include observations, students' own words where possible, behaviour of the students when spoken to, exact words must be used even if they offend)</p> <p><b>Please write legibly &amp; do not use acronyms or emotive language</b></p>	
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<p><b>Action Taken</b> (to be completed by perpetrator's Head of Year) :</p> <p>Please also record whether shared with parents/carers &amp; any comments. If not shared outline reason(s) why:</p>	
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**Incident Form**

<b>Date:</b>		<b>Date of Incident</b>	
<b>Name:</b>		<b>Tutor Group</b>	

<b>What happened:</b>	
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<b>Name(s) of anyone else there:</b>	
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