



What Happens When You Report An Incident of Bullying?

The school will act on all reports of bullying and will aim to keep you updated as per the process below:

Initial report of bullying

Bullying concern is raised to the school

Firstly, the school will ensure that the pupil is safe



School will log the concern on a school system called CPOMS

Initial incident report is completed and attached to CPOMS

This report is made available to Form Tutor / Head of Year / Pastoral Year Leader and Deputy Headteacher. This means that many people who know your child will be aware, may help provide information and monitor the situation.



The school will collect the following information and add to CPOMS:

Statements from the harmed person, suspected wrong doer and any witnesses.

Before leaving school: staff identifying the issue will see your child's Year Leader / Pastoral Manager to discuss any outcomes. This discussion and actions will be recorded on CPOMS.



Pastoral Managers / Year Leaders / SLT Link will update the Deputy Headteacher

Statements will be reviewed and an action plan developed. We will inform families within 24 hours of the incident being reported or sooner depending on the time of day the incident is reported

All information will be placed on the school recording system (CPOMS).



Actions in place may include:

- Staff will liaise with the Deputy Headteacher to discuss appropriate actions
- Staff will inform and liaise with families
- Protocols with involved students will be developed and agreed
- Staff will inform classroom teachers and Form Tutors of the issues raised so that they can be aware and monitor.
- Actions will be taken such as altering seating plans
- Staff will add the pupil's name to the Anti-Bullying Log
- Anti-bullying Contract will be entered into
- The harmed, and wrong doer (with families) will meet with the Deputy Headteacher