



## **Policy for Managing Reports of Bullying**

*Based on Highland Council's 'Positive Relationships and Bullying Prevention Policy and Guidance'*

### **Responding:**

- Bullying reports are passed onto Guidance teacher (Named Person kept apprised).
- All complaints are taken seriously and investigated promptly.
- All parties involved are interviewed discreetly, individually, and the matter is fully investigated.
- The wellbeing of all pupils is at the centre of all investigations and a clear distinction is drawn between the pupil and their behaviour. All bullying behaviour is challenged. However, all pupils are treated with respect, and this does not diminish the seriousness or impact of bullying behaviour, rather it is an essential way of maintaining the adult's focus and response on the behaviour that is problematic.
- A decision is made whether to inform parents/carers taking the view of the young person into account and considering if informing might have a negative impact.
- A decision is made whether liaison with other agencies is required to ensure that the needs of young person are met.
- Agreed actions are implemented ensuring they will not make the situation worse.

### **Recording and monitoring:**

- Incident is recorded in individual child's record – pastoral notes (SEEMiS) and on the bullying log (SEEMIS) regardless of outcome and protected as confidential.

### **Further Action:**

- Wider school interventions are considered to ensure that there is not a recurrence of the behaviours.
- If the situation cannot be resolved, the area manager will be consulted for advice on how to proceed, or if parents exercise their right to take further a complaint or incident.
- Police will be notified if it is thought a crime has taken place.
- Actions by pupils involved in bullying behaviours may lead to exclusion from school and the nature of the incident will be identified on the exclusion letter.