

Kingsdale Foundation School Bullying Referral Process

Pupil/Parent/Carer/teacher report bullying



Matter referred to Head of Learning



Head of Learning informs victim of the procedure and reassures them, organising any necessary or on-going support for the victim which may be needed throughout the process.



Head of Learning consults with Deputy Heads of Upper/Lower School (lead staff for anti-bullying) and also keeps parent /carer informed.



Investigation undertaken by Head of Learning reporting to anti-bullying lead.



Programme of intervention strategy implemented for the perpetrator to include professional support and counselling i.e. restorative justice.



Recommendation for further action agreed (actions which constitute a criminal act are referred to the Deputy Headteacher and consultation, if appropriate, with School Liaison Officer).



School Safeguarding Lead/Senior Pastoral staff implement a review of the extent to which a particular problem may be widespread in the school and agree a plan of action.



Summary of the incident is logged in a book kept by the Deputy Head of Upper/Lower School for the purpose of evaluation, monitoring and review. These logs are accessible by senior staff and the designated Safeguarding Governor on request.