



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Acting Head Teacher: Mrs M Reece

## **L A L E H A M L E A S C H O O L & N U R S E R Y**

### **ANTI BULLYING POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

	Date	Signed
Date reviewed	November 2023	<i>M Reece - Acting Head Teacher</i>
Ratified by the Board of Governors	November 2023	<i>M Ryan Chair of Governors</i>
Date of next review	November 2025	



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## MISSION STATEMENT

Recognising that Christian values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming safe environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their differences treated with compassion. An environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential. Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well balanced individuals with a strong sense of personal identity and an awareness of God's love.

## AIMS AND OBJECTIVES

We are committed to Safeguarding and promoting welfare and protection of all our Pupils in a safe, calm and disciplined environment. The Governors and Staff ensure that bullying at the school is not tolerated and is prevented,

At Laleham Lea School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption with a zero tolerance of sexual violence, violence and any form of sexual harassment online or offline so that every one of our pupils can develop his/her full potential. We expect our pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly, atmosphere. All pupils should care for and support each other. We take a zero tolerance approach to discrimination and racism.

Laleham Lea School prides itself on its respect and mutual tolerance.

Parents/guardians have an important role in supporting Laleham Lea School in maintaining high standards of behaviour. It is essential that our school has consistent expectations of behaviour. Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of pupils and prospective pupils on the school website and hard copy on request and for perusal in the school office during the school day. It is also available and known to all staff.

Bullying, harassment (including sexual harassment and sexual violence), victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage and can be read alongside our Behaviour and Discipline Policy, Safeguarding Policy.



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Bullying is defined as a specific unacceptable behaviour and as such is counter to our School ethos and aims. Bullying, especially if left unaddressed, can have a devastating effect on individuals; can be a barrier to a child's learning and have serious consequences for their mental health.

## **The Objectives of the Policy are to ensure:**

- All staff, pupils, parents and members of the Governing Body have an understanding of bullying and a full understanding of our Behaviour and Discipline Policy and Safeguarding Policy.
- All teaching and non-teaching staff and members of the Governing Body know what the school policy is and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying and what they should do if bullying arises.
- As a school, at Laleham Lea bullying will be taken seriously with a zero tolerance approach. Pupils and parents should know that they will be supported when bullying is reported.
- Bullying will not be tolerated.

## DEFINITION OF BULLYING

*'Bullying is behaviour by an individual or group, repeated over time that intentionally hurts another individual or group either physically or emotionally'.*

DFE: Preventing and Tackling Bullying July 2017

Bullying can take many forms (for instance, cyber-bullying via text messages, sexual harassment on or offline, social media or gaming, which can include the use of images and video and sexual violence) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, culture, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. Bullying is often motivated by prejudice against particular groups or protected characteristics\*, for example on grounds of race, religion, culture, gender, sexual orientation, special educational needs and/or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences

\*Laleham Lea encourages respect for other people, with particular regard to the protected characteristics under Section 4 of the Equality Act 2010:

- a. Age
- b. Disability
- c. Gender reassignment



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d. Marriage and Civil Partnership

e. Pregnancy and Maternity

f. Race

g. Religion or belief

h. Sex

i. Sexual orientation

Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgements about each specific case.

Many experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

The concerns raised in 'Everyone's Invited', the Ofsted report of June 2021 and the KCSIE updates in September 2023 along with our Safeguarding Policy ensure our school has a zero tolerance of any form of sexual harassment on or offline and or sexual violence.

Low-level disruption and the use of offensive language can in itself have a significant impact on its target. If left unchallenged or dismissed as banter or horseplay it can also lead to reluctance to report other behaviour. Early intervention can help to set clear expectations of the behaviour that is and is not acceptable and help stop negative behaviours escalating. Since September 2014 a greater focus on how well school leaders tackle low-level disruption was included in Ofsted inspections.

At Laleham Lea we recognise that bullying can take place between students. Emotional and verbal bullying can also take place between Staff or Staff and Parents, Staff and Students or Parents and Students. All members of the Laleham Lea community have a responsibility to report any such incidents of bullying, whoever they involve. This will be dealt with in accordance with our Grievance Policy, Code of Conduct, Staff Handbook and the Home/School Agreement.

#### TYPES OF BULLYING

There are various types of bullying, but most have three things in common:

- It is deliberately harmful or hurtful behaviour
- It is ongoing or repeated over a period of time
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

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Bullying may take various forms, including:

Type	Example
Physical	Kicking, hitting, pushing, biting, pulling of hair or clothes, charging, intimidating behaviour or interference with /damage to personal property, sexual violence.
Verbal/Psychological/Emotional	Threats, taunts, banter, intimidation, ignoring, exclusion from a group, ostracism, name-calling, verbal abuse, the spreading of rumours, extortion of money or belongings, inciting, encouraging or pressurising others to behave in ways against their will, 'staring out', persistent teasing that causes pain or loss of self-esteem.
Racist Bullying	Physical, verbal, written, on-line or text abuse or ridicule based on differences of race, colour, ethnicity, nationality, culture or language.
Religious-based	Bullying Negative stereotyping, name-calling or ridiculing based on religion, faith or culture.
Sexist Bullying.	Use of sexist language or negative stereotyping based on gender.
Sexual Bullying	Unwanted/inappropriate physical contact or sexual innuendo, sexual harassment on or offline, sexual violence.
Homophobic Bullying	Name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic language
Transphobic Bullying	Name-calling, innuendo or negative stereotyping based on gender
SEN/Disability Bullying	Name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties.
Gifted/Talented Bullying	Name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort.
Cyber/Virtual Violence/ Bullying /Sexual Harassment online	Abuse on-line or via social media, threatening/chain emails, text message including sexting*, interfering with electronic files, setting up or promoting inappropriate websites and inappropriate sharing of images from webcams/mobile phones

## \*DEFINITION OF SEXTING

There is no clear blanket definition of 'sexting' but the term covers any 'sending or posting sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet'. Further advice on 'sexting' and cyber bullying can be given by the Child Exploitation Online Protection Centre (CEOP) and the 'UK Council for Child internet Safety (UKCCIS): Sexting in Schools and Colleges'.



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## CHILD ON CHILD ABUSE

All staff recognise that children are capable of abusing their peers and that Safeguarding issues can manifest themselves via peer on peer abuse. For more detail see our Safeguarding Policy.

Different forms of peer on peer abuse can involve (but not be limited to)

- bullying (including cyber bullying, prejudice-based and discriminatory bullying)
- sexual violence or sexual harassment online or offline
- physical abuse - any behaviour that causes physical harm to another
- sexual harassment
- consensual and non-consensual sharing of nude and semi-nude images and/or videos
- up-skirting
- sexting (see above)
- initiation/hazing type violence and rituals

Any abusive comments and interactions are not tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up' and are always dealt with accordingly. The school endeavours to minimise the risk of peer on peer abuse by educating the children through PHSE lessons, Anti-bullying Week, RE, RSE, Our Catholic ethos and Mission Statement and assemblies with Christ at the centre of all we do. The school monitors all incidents on the playground and the ongoing wellbeing of all Students and Staff. Any incidents of peer on peer abuse are dealt with in the first instance by the Class Teacher who will speak with the children involved. Depending on the nature of the incident/s Parents/relevant outside agencies and the Police will be informed.

## CYBER-BULLYING

Cyber-bullying can happen at any time of the day, with the potential to reach bigger audiences as content can be widely shared. Bullying by text including 'sexting' (see above) and email, social media, apps or phone calls can have a huge impact on victims. Students are taught the importance of E-Safety (Please refer to the E-Safety Policy for further details on how we monitor all e-communications and online use in school.)

All children are taught the importance of E-Safety and the school recognises the additional risks that children with SEND can face online, for example, from online bullying and so ensure all SEND children are taught to stay safe online. Further details on these matters can be found in the E-Safety Policy.

Where any form of cyber-bullying affects another pupil in the School, the School reserve the right to be involved whether the electronic material was produced within the School or outside. Pupils are made aware that some forms and levels of cyber-bullying are illegal and the School will inform the police when necessary (see E-Safety Policy).

## WHO ARE BULLIES?

- People who are trying to get attention



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- People who may be having problems at home
- People who have themselves been bullied
- People who think they will impress others

## WHY DO THEY BULLY?

- They enjoy the power
- They are insecure or lack social skills
- They are prejudiced
- They are jealous
- They are emotionally neglected or victims of abuse or bullying themselves

## THE OCCASIONAL BULLY

The occasional bully can display kinder aspects of their character, but does resort to bullying when it suits. These bullies do share some of the same traits, but are difficult to classify because the bullying behaviour is not consistent and is often precipitated by some sort of crisis or by the bully 'having a bad day'. These children and young people can also be quite charming but often they:

- Are suddenly aggressive to peers, parents, teachers and siblings
- Act impulsively and regret it later
- Don't learn from their mistakes
- Wish to be in charge
- May be physically strong
- May be articulate
- May be manipulative
- May display other anti-social behaviours, such as throwing tantrums or yelling when things go wrong
- May, on the whole, have good self-esteem
- May be 'spoilt' by parents who cannot understand how their children could be bullying others because they are perfect at home where their every wish is granted.

These are characteristics we often find in children who bully occasionally. These children need firm, clear guidelines and established consequences to actions. We also teach them to empathise with other children.



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## THE SCHOOL'S RESPONSE TO BULLYING

At Laleham Lea School, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles. Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and, whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment, threatening behaviour, stalking and up skirting.

## SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school and refuse to say what is wrong
- Displays of excessive anxiety, becoming withdrawn or unusually quiet or distressed
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags and other belongings suddenly go missing, or are damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary) or stopping eating
- Diminished levels of self-confidence, may start stammering
- Frequent visits to the School Office with symptoms such as stomach pains, headaches
- Unexplained cuts and bruises, scratches etc.
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiences nightmares
- Talking of suicide or running away





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Although there may be other causes for some of the above symptoms a repetition of, or a combination of, these possible signs of bullying should be investigated by parents and teachers.

## PREVENTATIVE MEASURES

We have put the following preventative measures in place in order to ensure that bullying does not become a problem which is associated with Laleham Lea School:

- All new pupils (including our youngest pupils) are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying.
- We guarantee that whistle-blowers who act in good faith will not be penalised or experience a 'blame' culture and will be supported. We have a culture of safety and transparency at all times.
- All new members of staff are given guidance on the school's anti-bullying policy and in how to react to allegations of bullying in their first week at Laleham Lea School. They are required to read the school's policy as part of their induction. We use appropriate Assemblies to explain the school policy on bullying. Our PSHE and RSE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school and on healthy relationships in RSE. The programme is structured to enforce the message about community involvement and taking care of each other.
- Weekly Staff Meetings include the discussion of any concerns regarding behaviour, bullying, Staff and Student wellbeing and pastoral care
- Other lessons, particularly PSHE, RE, RSE, Citizenship, highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills. The use of creative learning through art, music, poetry, drama and dance develop understanding of feelings and enhance pupils' social and emotional skills.
- The use of Circle Time for EYFS pupils helps to develop social and emotional skills in such areas as empathy and the management of feelings.
- Taking part in Anti-Bullying week annually (November)
- Taking part in Safer Internet Day annually (February)
- Active school council with representatives from each year groups
- Themed days to promote equality and tackle prejudice
- End of term / end of academic year celebration events
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place and to feel safe here.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Written records of any incidents are kept securely by the Deputy Head teacher and Head teacher in order that patterns of behaviour can be identified and monitored.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.
- All pupils have access to a telephone helpline, enabling them to call for support in private.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.
- All staff model expected behaviour



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Seven types of categories of cyberbullying have been identified (which can also include Sexual Harassment)

1. Text messaging/Sexting
2. Sending pictures/video clips
3. Telephone calls
4. Email messages
5. Chat room messages
6. Instant messaging
7. Website – defamatory blogs, personal websites, personal space, on-line personal polling sites

These are discussed where appropriate and guidance given.

- Laleham Lea expects all pupils to adhere to its charter for the safe use of the internet.
- Laleham Lea offers guidance on the safe use of social networking sites and cyber bullying in PSHE lessons, which covers blocking, removing contacts from “buddy” lists and sharing personal data.
- Laleham Lea offers guidance on keeping names, addresses, passwords, mobile telephone numbers and other personal details safe and not to divulge in emails or on the internet.
- The use of personal cameras or personal mobile phones is not allowed anywhere in the School or School grounds. Pupils are advised not to upload photographs to internet sites.

## PROCEDURES FOR DEALING WITH REPORTED BULLYING

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform the Head Teacher using the School’s incident form, as soon as possible in order to enable patterns to be identified.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The victim will be interviewed on his/her own and asked to write an account of events.



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- The bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events.
- The incident should be recorded on a school incident form and signed and dated before it is given to the Head who is responsible for keeping all records of bullying and other serious disciplinary offences securely in a locked cabinet in his/her office.
- The alleged bully will be interviewed at a later stage by a member of staff separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as set out in the school's Behaviour Policy; for example, time out, withdrawal of privileges or suspension. In particularly serious and/or persistent cases, the bully should expect permanent exclusion as set out in our Exclusions Policy.
- The Parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.  
Once the initial investigation is finalised and a judgement has been made as to whether the behaviour/incident is bullying, a way forward, including disciplinary sanctions and counselling, should be agreed. Laleham Lea recognises that most children involved in bullying do not intend to inflict significant harm and as such, the response and plan should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures in accordance with the school's Behaviour Policy. The Class Teacher, Deputy Head teacher and Head teacher will support all involved.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place which will include the DSL.
- In very serious cases, and only after the Head Teacher has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Laleham Lea School to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely. The school may exclude a pupil, either temporarily or permanently, in cases of severe and persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level. At all times the Safeguarding of our whole community is paramount.
- Going forward, both the bully and victim/s will continue to be supported by the Class Teacher, Senior Management and Head Teacher as all involved are classed as 'at risk'.



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## EYFS CHILDREN

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to The Early Years Leader who is in day to day charge of the management of behaviour in the Nursery Department.

We explain to children why some forms of behaviour are unacceptable and hurtful to others.

The use of Circle Time enables EYFS pupils to develop social and emotional skills in such areas as empathy and the management of feelings.

We rarely need to impose sanctions but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see the Head teacher who will explain the inappropriateness of a particular action; but such instances are rare.

Parents are always informed verbally by a member of Nursery staff, when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's Key Worker and the Nursery Leader and to agree a joint way of handling the difficulty.

## COMPLAINTS PROCEDURE

Parents and pupils are encouraged to use our complaints procedure (available on request from the School Office and if they feel that their concerns about bullying (or anything else) are not being addressed properly. Parents of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled. Details may be obtained from the School Office

## IMPROVING THE SCHOOL ENVIRONMENT – Taking Action

At Laleham Lea we:

- Organise staff supervision on the playground and around the School buildings in order to remove opportunities for bullying.
- Review the physical design of the School buildings, particularly 'blind spots' where bullying could take place.



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## PROFESSIONAL DEVELOPMENT – Raising Awareness of Staff

At Laleham Lea we:

- Ensure that the anti-bullying policy is reviewed at least once a year by Staff and the Governing Body and that information on legal responsibilities is given to all staff – teachers, support staff, temporary staff and gap year students.
- Ensure that the anti-bullying work and policy are covered in the induction programme for new staff.
- Ensure that staff are clear about their responsibility to resolve pupils' problems; know the sanctions and behaviour management strategies (see Behaviour Policy) and where to seek support; have the requisite knowledge and skills for preventing bullying and repairing harm; understand the needs of vulnerable pupils, including disabled pupils, those with SEN or those with caring responsibilities;
- Know the procedures for referral; know the procedures in relation to safeguarding and liaison with multi-agency teams.

## STRATEGIES FOR TEACHERS

- Watch for early signs and symptoms or behaviour that a pupil is being bullied.
- Those on duty at lunchtimes and break times must be vigilant.
- Deal with incidents immediately and report to the class teacher and, as appropriate.
- Never ignore a child who reports an incident, which he or she thinks is bullying.
- Encourage children to communicate with their class teacher or a significant other, if they find the subject difficult to talk about.
- The teacher must always give support to the child who is being bullied and counselling should be given to both victim and bully by the Class Teacher.

## STRATEGIES FOR VICTIMS

(These will also be discussed and explained in Class by the Class Teacher)

- First of all to understand that 'not telling' is playing by the bully's rules and we want you to tell, to feel safe here and to be able to tell ensure there is no blame culture..
- Tell your parents and/or a member of staff.



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- Identify the person, places and times when bullying takes place.
- Until the situation is resolved, is it possible to avoid these circumstances?
- Write to your teacher if it is difficult to talk about.
- Do not buy the bully off with presents or money.
- Do not just 'put up with it' as it will become worse.

## STRATEGIES FOR PARENTS/GUARDIANS

- Encourage your son/daughter to talk about their day asking questions as appropriate.
- Being sensitive to any unusual behaviour in your son/daughter such as a reluctance to attend school, feeling ill regularly, or not completing work to their normal standard.
- Informing your son/daughter's Class Teacher immediately if you feel your son/daughter may be a victim of bullying. We want to know as soon as possible, even if it is a false alarm.
- Give reassurances to your son/daughter if they are being bullied by telling them, for example, they are not in the wrong and encouraging them to ask for help.
- Reminding your son/daughter of the school policy concerning bullying and the support they will receive from staff.

## SUPPORT

At Laleham Lea we support the victims in the following ways:

- By offering them an immediate opportunity to talk about the experience with their Class Teacher or another teacher if they choose.
- Discussing the incident(s) with the victim's parents/guardians.
- Taking steps to ensure that they feel safe again and helped to rebuild confidence and resilience.
- By offering continuing support when they feel they need it.

At Laleham Lea we support the bully in the following ways:

- The person who has been named as being a bully will be invited to put forward his or her view point to senior staff.



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- The person doing the bullying will be given support to develop his or her emotional skills and knowledge so that he or she learns how to behave in ways which do not cause harm in the future.

## MONITORING THE POLICY

This policy is monitored on a regular basis by the Head Teacher and the Senior Management Team. Incident Logs are reviewed periodically by the Head teacher to evaluate the effectiveness of the school's approach to bullying and enable any patterns to be identified. If necessary the Head teacher or Deputy Head teacher will agree a strategy with relevant staff to remedy these.

This policy is reviewed on an annual basis, however it may be amended earlier if legislation or school procedures change.

This policy is in compliance with the current version of 'Keeping Children Safe in Education' (September 2023) (DfE) and the 'Equality Act' (2010) and is to be read in conjunction with the following related policies:

- E-safety
- Disciplinary and Grievance
- Behaviour and Discipline
- Child Protection and Safeguarding
- Code of Conduct for Staff
- Equalities
- RSE
- Staff Handbook

## ORGANISATIONS FOR HELP

- Advisory Centre for Education (ACE) 0300 0115 142
- NSPCC 0808 800 5000
- Children's Legal Centre 020 7713 0089
- Family Lives (previously Parent Line Plus) 0808 800 2222
- Youth Access 0208 772 9900
- Bullying Online [www.bullying.co.uk](http://www.bullying.co.uk)

## REFERENCES

DFE Preventing and Tacking Bullying July 2017

"Child Protection and New Technologies" by Childnet International [www.childnet.com](http://www.childnet.com)

The Equality Act, Section 4 2010



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Appendix

## Laleham Lea School

Pupil Name:	Year:
Raised By:	Date/Time

### Log of Allegation of Bullying and or Child on Child Abuse

<p>Questions to ask:</p> <p>The following questions may be of use when interviewing a child. (Please note if the concern could be a safeguarding issue, the DSL/DDSL should be informed immediately)</p> <p>What happened? Who was involved? Where/when did it happen? Have you told anyone about it? Has it happened before? Did anyone see it happening? Have you done something about it already?</p>
<p>Main details: (include as much information as possible)</p>
<p>Summary:</p>
<p>Definition of indecent/behaviour (circle relevant definition)</p> <ul style="list-style-type: none"><li>• Peer on Peer Abuse</li><li>• Not Bullying or Peer on Peer Abuse – Unsubstantiated</li><li>• Unacceptable Behaviour (for sanctions refer to Positive Behaviour policy)</li><li>• Based on a protected characteristic (age, disability, gender reassignment, race, religion and belief, sex, sexual orientation)</li><li>• Sexual Harassment on/offline</li><li>• Sexual violence</li></ul>
<p>Actions/resolutions:</p> <p>Incident log checked for previous incidents. Date:</p>
<p>Follow up Actions:</p>
<p>Have Parents been informed?</p>
<p>Signed: _____ Date: _____ Head Teacher: _____ Date: _____</p>