

TIMELINE FOR MANAGING BULLYING INCIDENTS

Task/Action

Task/Action to be taken	Step 3 Contact outside Agencies Convene a separate family conference for both target and perpetrator with appropriate members to support child and parent, for example: • EWO • Social Worker • Mentor • Teacher • Pastoral Head • Head Teacher • Educational Psychologist • Nominated mediator
Person(s) Responsible	Head Teacher / Nominated staff member / Head of Year / Pastoral Head
Start Date	Within the 35 days of the Action Plan being initiated.
End Date	Within 42 days of the Action Plan being initiated.
Resources	• Time • Nominated people
Recording / Evidence	Minutes of Family Conferences
Monitoring	Head / Head of Year / Pastoral Head • To keep all informed of on-going measures • Monitor for 2 weeks then reconvene for evaluation if required
Outcome	To resolve issues and provide staff, parents and child further strategies e.g. • Aggress

Task/Action to be taken	Step 4 Referral to Governors Meeting arranged with parents and Chair of Governors
Person(s) Responsible	- Nominated staff member to inform parents of Chair of Governor - Parents to write to Chair for a meeting
Start Date	Within 48 days of incident
End Date	Within 14 days of family conference
Resources	Chair of Governors / designated governor
Recording / Evidence	- To ensure the above actions have been treated accordingly following the action plan for bullying incidents - To ensure that parents were kept informed at each step. - School to provide copy of meetings.
Monitoring	Chair of Governors / designated governor
Outcome	If resolved: - No further action to be taken If parents/child feel it is not being dealt with effectively: - Head teacher to write to LA using proforma to engage support from LA officers – Step 5

Task/Action to be taken	Step 5 Referral to LA Parents / School to ring / write to LA
Person(s) Responsible	School
Start Date	Within 7 days of the meeting with the Chair
End Date	Within 5 days of contact from the parent
Resources	LA
Recording / Evidence	
Monitoring	- To ensure the above actions have been treated accordingly following the action plan for bullying incidents - To ensure that parents were kept informed at each step.
Outcome	

