

CBS Secondary School Procedures for Investigation Possible Bullying

- Listen to the student and support them.
- Decide what if any action needs to be taken.
- If action is needed seek advice from year head if you are unsure how to proceed.
- Investigate the allegation
- Keep an accurate record of any meeting
- Students involved and or witnessing incident to be questioned and invited to put in writing what happened.
- Encourage resolution.
- All allegations will be dealt with in accordance with school Code of Behaviour and the Child Protection Act.
- If matter is not resolved or is of a very serious nature inform Management.
- Management to inform Parents.
- Involvement of Guidance Counsellor where necessary.
- Follow-up to see if issue is resolved.
- If the incident is not resolved within 20 schooldays, to be recorded on relevant form: Appendix 3 or where Management deems it necessary to be filled in.

The following to be applied to Victim and Bully

- Follow-up to see if issue is resolved.
- Counselling within resources.
- Parent involvement with regard to outside counselling.
- Referral to HSC via DLP or Deputy DLP.
- NEPS.
- NEWB.
- Regular formal Pastoral Care Meetings.
- Self-esteem building and social skills development.