



## Anti-Bullying Guidelines for Staff, Parents and Students

This table broadly describes the stages employed in the management of friendship issues through to bullying. Friendship issues are a normal part of growing up and most children will fall out with friends during their school career as they develop and change as people; this is not uncommon and self-management is an important skill to develop. The table below is not definitive, and different strategies may be tried in one particular stage; equally, each stage is not compulsory. How this guidance is used will depend on the child and the circumstances. Formal Bullying Records must be kept for safeguarding purposes for any intervention at Stage 3 and onwards.

<p><b>Stage 1</b></p> <ul style="list-style-type: none"> <li>Most friendship and relationship issues resolve</li> </ul>	<ul style="list-style-type: none"> <li>1:1 Intervention by staff. Discussions will take place with relevant students.</li> <li>Parents may not be informed at this stage as most situations are resolvable and self-management is an important life skill. The member of staff will make a judgement based on knowledge and experience.</li> </ul>
<p><b>Stage 2</b></p> <ul style="list-style-type: none"> <li>Some friendship and relationship issues extend further and need more structure to resolve</li> </ul>	<ul style="list-style-type: none"> <li>An informal Restorative Meeting with a member of staff.</li> <li>Parents informed by phone or in person but preferably in writing that a Stage 2 Restorative Meeting has been held and the behavioural expectations made clear</li> </ul>
<p><b>Stage 3</b></p> <ul style="list-style-type: none"> <li>Rarely friendship issues get to this stage, but may still be resolved this way.</li> <li>Sustained behaviour (bullying) is now a consideration</li> </ul>	<ul style="list-style-type: none"> <li>A formal Restorative Meeting supported by a trained practitioner (staff trained in Restorative Practice through the OCC Anti-Bullying Team).</li> <li>A written record sent to all parents concerned.</li> <li>Relevant staff are informed of local actions / guidance.</li> </ul>
<p><b>Stage 4</b></p> <ul style="list-style-type: none"> <li>Sustained behaviour is now the likely cause</li> </ul>	<ul style="list-style-type: none"> <li>A meeting with the parents of the bully(ies) to educate and support the bully to change their behaviour.</li> <li>Clarity of sanction should a change in behaviour not be seen.</li> </ul>
<p><b>Stage 5</b></p>	<ul style="list-style-type: none"> <li>Sanctions implemented</li> </ul>

During the stages, any of the following approaches identified in the policy may be considered:

- Co-operative group work
- Circle of Friends
- Support Groups
- Peer Mediation
- Peer Counselling
- Buddy Systems
- Self-esteem support for the victim or the bully

A child may be requested to keep a diary of Who, What, When and How?