Bullying incident is reported or witnessed.

The teacher asks:
Does the incident involve:
- Repeated teasing or aggressive words or actions?
- Which are unprovoked?
- Intended to hurt, harm or frighten?

**YES**
DOCUMENT

**NO**
DOCUMENT

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**Low level Bullying**
- Victim is not typically teased or harassed.
- The bully is not a repeat offender
- Bullying behaviour appears less harmful.

Immediate Teacher handles the incident. The teacher:
- Identifies the behaviour with the bully.
- Warns the bully about further actions
- Supports the victim

Consequences will include either or all of the following:
- Note in diary
- Detention
- Mediation

NB teacher will make contact with the family

**DOCUMENT**

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**High Level Bullying**
- Victim is often harassed
- Bully often engages in such behaviour.
- Bullying behaviour is causing distress/harm
- In- tense cyber-bullying.

Immediate teacher is to:
- Document the report
- Refer the victim and bully to the relevant coordinator, PCC or AP.

**DOCUMENT**

**ACTION FOR THE BULLY**
- Distance any contact with the victim
- Statements
- Profile
- Support and counselling.
- Strategies for improving behaviour.
- Mediation/shared concern
- Pending the outcome of the investigation, appropriate consequences will be given.
- Maintain contact with the family as necessary

**DOCUMENT**

**ACTION FOR THE VICTIM**
- Distance any contact with the bully.
- Statements.
- Offer support and counselling.
- Strategies for building confidence and resilience.
Strengthen the target.
- Provide a safe network support system.
- Mediation/shared concern.
- Maintain contact with the family as necessary.

**DOCUMENT**

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**FOLLOW UP ACTIONS**
After a short period of time the PC Teacher, Class Teacher or Relevant Coordinator will contact the Bully/victim and or their families to gather information about how the student is doing.

**DOCUMENT**