



Checklist for Managing a Bullying Incident

Actions to take	✓
1. Young person reports that they are being bullied or an incident has been observed.	
2. Hear what the young person has to say about what has happened.	
3. Hear what any other young people directly involved in the incident have to say about what has happened. Refer to interview guidelines for all parties on page 2.	
4. Ensure a senior member of staff is made aware.	
5. Record the incident in-line with Ofsted expectations .	
6. If there is evidence or an admission of bullying, ensure you follow you Anti-Bullying Policy and Behaviour (or Relationships) Policy. If you are using a restorative approach, provide opportunity for young person to reflect and consider how they might make amends.	
7. Consider whether the impact of any bullying is severe enough to warrant it being a safeguarding issue. If appropriate, refer to you Designated Safeguarding Lead.	
8. If no bullying has taken place, or there is insufficient evidence, consider what further action is needed to reassure and meet the needs of those concerned.	
9. Inform the target of the outcomes and actions taken. Keep them informed throughout. Provide on-going support.	
10. Inform the young person responsible for harm of the outcomes and actions taken. Keep them informed throughout. Provide on-going support.	
11. Contact the parent/carers of the target of the bullying. Inform them of the incident and offer appropriate support. Keep them informed throughout.	
12. Contact the parent/carers of the young person responsible for the bullying. Inform them of the incident and offer appropriate support. Keep them informed throughout.	
13. Where a criminal offence has been committed, consider reporting the incident to the police or inform parents of the target that they may wish to do so.	
14. Consider what additional input is required to prevent recurrence. For example: Proactive work to address prejudice or promote diversity, work with the class or year group, an assembly, individual or group work with the young people concerned, referral to outside agencies, etc. If concerns are serious, visit the Safeguarding Children Partnership Board Cambridgeshire and Peterborough Safeguarding Partnership Board (safeguardingcambspeterborough.org.uk) to consider whether referral for further child and family support might be appropriate.	
15. Monitor the situation and review with all parties to ensure the bullying has stopped.	
16. Review how successful your approach has been. What additional preventative measures need to be in place?	

Guidelines for interview with all parties:

- Consider using a restorative approach to respond to the incident if staff have received appropriate training.
- Allocate sufficient time to listen
- Take the incident seriously and reassure them
- Take steps to make sure they feel safe (particularly target and young people who may have observed the incident)
- Offer confidentiality (with usual Child Protection exceptions)
- Listen to the details of what happened and record
- Consult the target about how the incident should be dealt with as far as is appropriate. N.B. informed choice is an essential part of any restorative input involving the young person responsible.
- Consult the young person responsible about how they might make amends. N.B. Informed choice is an essential part of any restorative work.
- Inform and consult parents/carers of both parties about management of the incident, including offer of appropriate support. Ensure that you label the behaviour not the child.
- Keep everyone informed of the outcomes of action and discussions

Importance of monitoring and review:

- How effective was the response?
- Has the bullying stopped?
- Does the target feel safe?
- Did the behaviour of the child doing the bullying change?
- What was learnt?
- Are current systems for responding effective?
- Do additional preventative measures need to be in place?