**How a pupil can report a bullying concern**

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| Verbally - talk to ANY member of staff (or someone at home) |
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| Write a note to a member of staff e.g. Homework diary |
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| Talk to a member of our Safeguarding Team |
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| Put a note in our class worry monster or worry box |
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| Talk to one of our Anti-Bullying Ambassadors in school or to a friend |

**PARENTS /CARERS REPORTING A CONCERN**

Parents have a responsibility to encourage their child to react appropriately to bullying behaviour and not to ‘hit back’.

In Castledawson Primary we have a very clear procedure for parents to raise concerns in general which includes concerns of bullying behaviours. **This is a staged approach;** it is important that parents/carers follow each step in this procedure and do not skip various stages. This ensures that your concerns are heard by more than one person in a consistent way.

At the various stages, it is important that school has adequate time to listen to the views of all concerned and again that sufficient time is allowed for intervention strategies to take place and have an impact on behaviours. A copy of our Complaints Procedure is available on our website. A summary of this procedure is outlined below.

**Steps of how a parent/carer may raise a bullying concern**



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| Step 1. In the first instance, all bullying concerns must be reported to the class teacher. |
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| Step 2. Where a parent/carer is not satisfied that appropriate action has been taken to prevent further incidents, the concern should be reported to the Principal – Mrs McCusker |
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| Step 3. After following the above, where a parent/carer remains unsatisfied that the concern was not appropriately responded to, the school’s Complaint Procedure should be followed. This involves making a formal, written complaint to the Board of Governors. |
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