# Appendix C: Anti-Bullying guidelines for staff, parents and students

**Please refer to our** [**Anti-Bullying Policy**](https://www.vale-academy.org/wp-content/uploads/Anti-Bullying-Policy.pdf) **for full details.**

The table below 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.

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| **Stage 1*** Most friendship and relationship issues resolve
 | * 1:1 Intervention by staff. Discussions will take place with relevant students.
* Parents may not be informed at this stage as most situations are resolvable and resilience and self-management is an important life skill. The member of staff will make a judgement based on knowledge and experience.
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| **Stage 2*** Some friendship and relationship issues extend further and need more structure to resolve
 | * A Restorative Meeting will be held with a member of staff who is trained in restorative practice.
* Parents informed that a Stage 2 Restorative Meeting has been held and the behavioural expectations made clear.
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| **Stage 3*** Rarely friendship issues get to this stage, but may still be resolved this way.
* Sustained behaviour (bullying) is now a consideration
 | * A formal Restorative Meeting will be held by the Lead of Learner Engagement at Oxfordshire County Council (Anti-Bullying Team).
* A written record is sent to all parents concerned.
* Relevant staff are informed of local actions/ guidance.
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| **Stage 4*** Sustained behaviour is now the likely cause
 | * A meeting with the parents of the bully(ies) is held to work together to educate and support the bully in changing their behaviour.
* Clarity of sanction, should a change in behaviour not be seen, will be made.
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| **Stage 5** | * Sanctions implemented.
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**During the stages, any of the following approaches identified in the policy may be considered:**

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| * Co-operative group work
 | * Peer Counselling
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| * Circle of Friends
 | * Buddy Systems
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| * Support Groups
 | * Peer Mediation
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| * A child may be requested to keep a diary of Who, What, When and How?
 | * Self-esteem support for the victim or the bully
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