

LINK19 COLLEGE



Anti-Bullying Policy

Date: Autumn 2023

Review Date: Autumn 2025

Key Contacts

LINK19 College Lead

Mr Martin Francis

Designated Safeguarding Adult Lead

Mr Martin Francis

Named LINK19 Director with safeguarding responsibility

Mrs Maddie Arnold-Jones

Date agreed: Autumn 2023

Date of next review: Autumn 20245

This policy will be reviewed at bi-annually and following any concerns and/or updates to national and local guidance or procedures.

LINK19 College
ANTI-BULLYING POLICY

This policy is based on DfE guidance '[Preventing and Tackling Bullying](#)' July 2017 and supporting documents. It also takes into account the DfE statutory guidance [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#) . We have also read Childnet's "[Cyberbullying: Understand, Prevent and Respond: Guidance for Schools](#)".

It is everybody's responsibility to ensure that all learners can learn in a supportive, caring and safe environment, bullying will not be tolerated at LINK19 College. It is, however, important to note the following when considering an anti-bullying policy within the context of learners with special educational needs:

- It is rare that bullying at LINK19 College will occur within the definition as outlined below.
- LINK19 College's designation can result in extreme challenging behaviours amongst some learners, and cohorts are supported to ensure the safety of all learners.
- The Safeguarding Children and Vulnerable Adults Policy and Online Safety Policy are implemented by LINK19 College and any elements within the learner's life that may indicate inappropriate experiences including aspects of bullying are recognised.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The four main types of bullying are:

- Physical
- Verbal
- Online bullying
- Indirect (e.g., excluding someone from social groups)

The "Physical", "Verbal" and online bullying types may be more apparent, but it is the "indirect" category that needs special attention within LINK19 College as the many complex elements, associated with each learner's individual needs, may give rise to paralleled experiences encountered within the framework of bullying, e.g. some learners experience extreme anxiety levels when in the presence of another particular individual.

Aims

- to prevent bullying at LINK19 College
- to raise learners' awareness of bullying behaviour and LINK19 College's anti-bullying policy, including during anti-bullying week.
- to challenge attitudes about bullying behaviour, increase understanding for bullied learners and help build an anti-bullying ethos in LINK19 College
- to further improve unstructured times so that an interesting and stimulating environment is provided for learners.

To achieve these aims, LINK19 College will

- Support learners who are being bullied and teach functional skills to aid in communicating their anxieties / personal disposition.
- Implement individual programmes to help those whose behaviour may be interpreted to be bullying to change their behaviour.
- Take bullying seriously and investigate any incident.
- Be equally concerned about bullying on the journey to and from college, at home, in respite care and during break times. This will be recorded and analysed by the LINK19 College Lead. Details are recorded on our behaviour recording system.
- Involve parents of all individuals concerned.
- Keep a record of bullying incidents, using LINK19 College's behaviour recording system (Appendix A).
- Subject to legal constraints, LINK19 College will notify parents of individuals involved in incidents.
- Be vigilant for signs of bullying.
- Create positive and purposeful social interaction opportunities throughout the LINK19 College day.
- Have individualised interventions for learners who require extra support.
- Encourage learners to report all incidents of bullying to an adult. These will then be referred to the LINK19 College Lead.
- Always take reports of bullying seriously and investigate them thoroughly.

This policy should be regarded as part of LINK19 College's behaviour and wellbeing policy and online safety policy. It will be reviewed bi-annually or in line with changes to statutory guidance.

Learners will be encouraged to report all incidents of bullying to an adult. These will then be referred to the LINK19 Tutor

1) Policy objectives:

- This policy outlines what LINK19 College will do to prevent and tackle all forms of bullying.
- The policy has been adopted with the involvement of the whole college community.
- LINK19 College is committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.

2) Links with other college policies and practices

- This policy links with several other college policies, practices and action plans including:
 - Behaviour and Wellbeing Policy.
 - Complaints policy.
 - Safeguarding Children and Vulnerable Adults Policy.
 - Online safety and Acceptable use policies (AUP).
 - Mobile phone and social media policies.
 - Searching, screening and confiscation policy.

3) Links to legislation

- There are several pieces of legislation which set out measures and actions for schools and colleges in response to bullying, as well as criminal and civil law. These may include (but are not limited to):
 - The Education and Inspection Act 2006, 2011
 - The Equality Act 2010
 - The Children Acts 1989, 2004
 - The Education (Independent School Standards) Regulations 2014
 - Protection from Harassment Act 1997
 - The Malicious Communications Act 1988
 - Public Order Act 1986

4) Responsibilities

- It is the responsibility of:

- The LINK19 College Lead to communicate this policy to the LINK19 College community, to ensure that disciplinary measures are applied fairly, consistently, and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- LINK19 College Directors to take a lead role in monitoring and reviewing this policy.
- All staff, including directors, senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.
- Parents/carers to support their young person and work in partnership with LINK19 College to aid understanding of social interactions and appropriate behaviour.
- Learners to abide by the policy.

Each tutor should:

Use the curriculum to increase learner's awareness of bullying and to support them to develop strategies. Use discussion and role play to explore situations related to bullying and to give individual learners confidence to deal with 'bullying'.

Staff to remain neutral and deliberately avoid direct, closed questions which might be perceived as accusatory or interrogational in style. Staff to ensure that each learner has an opportunity to talk and keeps the discussion focused on finding a solution and stopping the bullying from recurring. Staff to support learners to find their own solution to the personal disagreement and discuss with them how their proposals will be implemented. A follow-up meeting with the learners can find out whether their solution has been effective.

Staff record incidents as part of the behaviour policy and a record must be kept of the incident – date – time – place – names of learners involved and their accounts of what happened. Some learners may be able to write these themselves.

All bullying incidents must be reported to the LINK19 college Lead or a member of the leadership team.

Duty staff should:

- Ensure learners are engaged at break and lunchtimes.
- Carefully supervise secluded areas such as toilets and corridors.
- Observe learners' interaction patterns and relationships – note learners who appear isolated or unhappy and inform the tutor.

- Record and report every allegation of bullying.
- Encourage learners to use quiet areas around LINK19 College if required.
- Ensure parents of learners concerned will be informed and staff will undertake to give feedback to parents on the steps taken.
- Ensure the involvement of parents at an early stage is essential.
- Consider the involvement of outside agencies if the relationship has not improved. Parents will be kept informed at all stages.

5) Definition of bullying

- Bullying is “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE “Preventing and Tackling Bullying”, July 2017)
- Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.
- This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Bullying can be a form of peer-on-peer abuse and can be emotionally abusive; it can cause severe and adverse effects on emotional development.

6) Forms of bullying covered by this policy

- Bullying can happen to anyone. This policy covers all types of bullying including:
 - Bullying related to physical appearance.
 - Prejudicial bullying (against people/learners with protected characteristics)
 - Bullying related to race, ethnicity, religion, nationality, culture, faith, and belief and for those without faith.
 - Bullying related to SEND (Special Educational Needs or Disability).
 - Bullying related to physical/mental health conditions.
 - Bullying related to sexual orientation (homophobic/biphobic bullying).
 - Bullying of young carers, or otherwise related to home circumstances.
 - Gender based bullying, including sexist, sexual and transphobic bullying.
 - Bullying via technology, known as online or cyberbullying.
 - Physical, emotional, and sexual bullying.

- Bullying against teenage parents (pregnancy and maternity under the Equality Act).

7) College ethos

- The LINK19 College community recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing.
- By effectively preventing and tackling bullying, LINK19 College can help to create a safe disciplined environment, where learners are able to learn and achieve their best.
- *Our Community:*
 - Monitors and reviews our anti-bullying policy and practice on a regular basis.
 - Supports staff to promote positive relationships, to help prevent bullying.
 - Recognises that some members of our community may be more vulnerable to bullying and its impact than others; this may include young people with SEND. Being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
 - Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
 - Ensures our learners are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.
 - Requires all members of the community to work with LINK19 College to uphold the anti-bullying policy.
 - Recognises the potential impact of bullying on the wider family of those affected so will work in partnership with parents/carers regarding all reported bullying concerns and will seek to keep them informed at all stages.
 - Will deal promptly with grievances regarding the LINK19 College response to bullying in line with our complaints policy.
 - Seeks to learn from good anti-bullying practice elsewhere.
 - Utilises support from the Local Authority and other relevant organisations when appropriate.

8) Responding to bullying

- The following steps may be taken when dealing with all incidents of bullying reported to LINK19 College:
 - If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.

- LINK19 College will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
- The LINK19 College Lead, Designated Safeguarding Adult Lead or another member of leadership staff will interview all individuals involved. Incidents should be addressed and investigated in college, including all involved departments, teachers, teaching assistants, learners, and parents.
- The Designated Safeguarding Adult Lead will be informed of all bullying concerns where there are safeguarding concerns.
- LINK19 College will speak with and inform other staff members, and parents/ carers, where appropriate.
- LINK19 College will ensure parents/carers are kept informed about the concern and action taken, as appropriate and in line with adult protection and confidentiality policies.
- Sanctions (as identified within the LINK19 College behaviour policy) and support for individuals will be implemented, in consultation with all individuals concerned.
- If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including early help or adult's social care (if a learner is felt to be at risk of significant harm).
- Where the bullying takes place off the LINK19 College site or outside of normal LINK19 College hours (including cyberbullying), we will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in accordance with LINK19 College's behaviour policy.
- A clear and precise account of the incident will be recorded by LINK19 College in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.
- Strategies will be developed to ensure that the learner is safe and supported and that a behaviour programme is pursued to support all learners concerned.
- In severe cases, it may be necessary to separate certain individuals that are incompatible.

Cyberbullying

- When responding to cyberbullying concerns, LINK19 College will:
 - Act as soon as an incident has been reported or identified.
 - Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
 - Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.

- Take all available steps where possible to identify the person responsible. This may include:
 - looking at use of LINK19 College systems.
 - identifying and interviewing possible witnesses.
 - Contacting the service provider and the police, if necessary.
- Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
 - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
 - Confiscating and searching learners' electronic devices, such as mobile phones, in accordance with the law and the LINK19 College searching and confiscation policy. (**Note: LINK19 College should consult the DfE ['Searching, screening and confiscation at school'](#) and [Childnet Cyberbullying guidance to ensure that its powers are used proportionately and lawfully](#))**)
 - Requesting the deletion of locally held content and content posted online if LINK19 College behavioural policies are contravened.
- Ensure that sanctions are applied to the person responsible for the cyberbullying; LINK19 College will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
- Inform the police if a criminal offence has been committed.
- Provide information to staff and learners regarding steps they can take to protect themselves online. This may include:
 - advising those targeted not to retaliate or reply.
 - providing advice on blocking or removing people from contact lists.
 - helping those involved to think carefully about what private information they may have in the public domain.

Supporting learners

- *Learners who have been bullied will be supported by:*
 - Reassuring the learner and providing continuous support.
 - Offering an immediate opportunity to discuss the experience with their tutor, the Designated Safeguarding Adult Lead, or a member of staff of their choice.
 - Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
 - Working towards restoring self-esteem and confidence.

- Providing ongoing support; this may include working and speaking with staff, offering formal counselling, engaging with parents and carers.
 - Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance.
- *Learners who have perpetrated the bullying will be helped by:*
 - Discussing what happened, establishing the concern and the need to change.
 - Informing parents/carers to help change the attitude and behaviour of the learner.
 - Providing appropriate education and support regarding their behaviour or actions.
 - If online, requesting that content be removed and reporting accounts/content to service provider.
 - Sanctioning, in line with LINK19 College behaviour/discipline policy; this may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions.
 - Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to social services or KMSAB as appropriate.

Supporting adults

- LINK19 College takes measures to prevent and tackle bullying among learners; however, it is equally important to recognise that bullying of staff and parents, whether by learners, parents, or other staff members, is unacceptable.
- *Adults (staff and parents) who have been bullied or affected will be supported by:*
 - Offering an immediate opportunity to discuss the concern with the Designated Safeguarding Adult Lead, a senior member of staff and/or LINK19 College Lead.
 - Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
 - Where the bullying takes place off college site or outside of normal LINK19 College hours (including online), LINK19 College will still investigate the concern and ensure that appropriate action is taken in accordance with our behaviour and discipline policy.
 - Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
 - Reassuring and offering appropriate support.

- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.
- *Adults (staff and parents) who have perpetrated the bullying will be helped by:*
 - Discussing what happened with a senior member of staff and/or LINK19 College Lead to establish the concern.
 - Establishing whether a legitimate grievance or concern has been raised and signposting to our official complaints' procedures.
 - If online, requesting that content be removed.
 - Instigating disciplinary, civil, or legal action as appropriate or required.

Note: Specific guidance is available for school and college leaders regarding dealing with complaints made on social networking sites by parents/carers: www.kelsi.org.uk/child-protection-and-safeguarding/e-safety

9) Preventing bullying

Environment

- The whole college community will:
 - Create and support an inclusive environment which promotes a culture of mutual respect, consideration, and care for others, which will be upheld by all.
 - Recognise that bullying can be perpetrated or experienced by any member of the community, including adults, children / learners (peer on peer abuse).
 - Recognises the potential for learners with SEN and disabilities to be disproportionately impacted by bullying and will implement additional pastoral support as required.
 - Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality, or appearance related difference. Also, young people with different family situations, such as care leavers or those with caring responsibilities.
 - Challenge practice and language which does not uphold the values of tolerance, non-discrimination, and respect towards others.
 - Be encouraged to use technology, especially mobile phones, and social media positively and responsibly.
 - Work with staff, the wider community, and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.
 - Actively create 'safe spaces' for vulnerable children and young people.
 - Celebrate success and achievements to promote and build a positive college ethos.

Policy and Support

- The whole LINK19 College community will:
 - Provide a range of approaches for learners, staff and parents/carers to access support and report concerns.
 - Regularly update and evaluate our practice to consider the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
 - Take appropriate, proportionate, and reasonable action, in line with existing college policies, for any bullying brought to LINK19 College's attention, which involves or affects learners, even when they are not on LINK19 College premises; for example, when using public transport or online.
 - Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.
 - Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

Education and Training

- The LINK19 College community will:
 - Train all staff, including teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff), to identify all forms of bullying and take appropriate action, following our policy and procedures (including recording and reporting incidents).
 - Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the learner voice council.
 - Collaborate with other local educational settings as appropriate, and during key times of the year, for example during transition.
 - Provide systematic opportunities to develop learners' social and emotional skills, including building their resilience and self-esteem.
 - Raise the awareness of Anti-bullying through PSHE, tutor time and subject areas as appropriate and anti-bullying week.
 - Continue to advocate a supportive environment amongst learners and staff as an essential part of the underlying ethos in which we operate.
 - Provide systematic opportunities to develop learners' social and emotional skills, including building their resilience and self-esteem.

10) Involvement of learners

- *We will:*
 - Involve learners in policy writing and decision making, to ensure that they understand LINK19 College's approach and are clear about the part they must play to prevent bullying.
 - Regularly canvas learners' views on the extent and nature of bullying.
 - Ensure that all learners know how to express worries and anxieties about bullying.
 - Ensure that all learners are aware of the range of sanctions which may be applied against those engaging in bullying.
 - Involve learners in anti-bullying campaigns in college and embedded messages in the wider LINK19 College curriculum.
 - Publicise the details of internal support, as well as external helplines and websites.
 - Offer support to learners who have been bullied and to those who are bullying to address the difficulties they have.

11) Involvement and liaison with parents and carers

- *We will:*
 - Take steps to involve parents and carers in develop policies and procedures, to ensure they are aware that LINK19 College does not tolerate any form of bullying.
 - Make sure that key information about bullying (including policies and named points of contact) is available to parents/carers in a variety of formats.
 - Ensure all parents/carers know who to contact if they are worried about bullying and where to access independent advice.
 - Work with all parents/carers and the local community to address issues beyond our gates that give rise to bullying.
 - Ensure that parents work with LINK19 College to role model positive behaviour for learners, both on and offline.
 - Ensure all parents/carers know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner.

12) Monitoring and review: putting policy into practice

- LINK19 College will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any concerns identified will be incorporated into LINK19 College's action planning.
- The LINK19 College Lead will be informed of bullying concerns, as appropriate.
- The named director for bullying will report on a regular basis to the LINK19 College board on incidents of bullying, including outcomes.

13) Useful links and supporting organisations

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Family Lives: www.familylives.org.uk
- MindEd: www.minded.org.uk
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- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net

SEND

- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0-to-25
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- DfE 'Cyberbullying: advice for headteachers and school staff':
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- DfE 'Advice for parents and carers on cyberbullying':
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Race, religion and nationality

- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk

- Stop Hate: www.stophateuk.org
- Tell Mama: www.tellmamauk.org
- Educate against Hate: www.educateagainsthate.com/
- Show Racism the Red Card: www.srtrc.org/educational

LGBT

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- Metro Charity: www.metrocentreonline.org
- EACH: www.eachaction.org.uk
- Proud Trust: www.theproudtrust.org
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk

Sexual harassment and sexual bullying

- Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk
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- Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaign-posters
- Anti-bullying Alliance: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related

Note: Additional links can be found in 'Preventing and Tackling Bullying' (July 2017)

www.gov.uk/government/publications/preventing-and-tackling-bullying

Single Equalities Scheme Impact Assessment

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation, or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision, and values of LINK19 College.

LINK19 college is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement.

Reviewed Date: Autumn 2023

Review Date: Autumn 2025

Signed by Chair of LINK19 College board of Directors:.....

Signed by LINK19 College Lead:.....



| Behaviour Recording Sheet (All boxes must be completed) | | | | |
|---|--|----------------------------------|-------------|--|
| Student Name: | | Date: | | |
| Location: | | Time: | | |
| Lesson/Activity: | | | Year Group: | |
| Other students/ Staff Involved: | | Name of person completing Record | | |

| Antecedent: Situation occurring prior to incident (Include trigger if known) | | | | | | | | | | | |
|--|--------------------------|------------------------|--------------------------|-------------|--------------------------|---------------|--------------------------|-------------------|--------------------------|--------------------|--------------------------|
| Transition | <input type="checkbox"/> | Interacting with peers | <input type="checkbox"/> | Student led | <input type="checkbox"/> | Learning task | <input type="checkbox"/> | Unstructured time | <input type="checkbox"/> | Reaction to others | <input type="checkbox"/> |

Narrative please include details and observations.

| Specific behaviours of concern | | | | | | | | | | | |
|--------------------------------|--------------------------|----------|--------------------------|--------|--------------------------|------------|--------------------------|----------|--------------------------|-------------------|--------------------------|
| Hitting /Kicking | <input type="checkbox"/> | Swearing | <input type="checkbox"/> | Biting | <input type="checkbox"/> | Absconding | <input type="checkbox"/> | Spitting | <input type="checkbox"/> | Removing clothing | <input type="checkbox"/> |
| <input type="checkbox"/> Other | | | | | | | | | | | |

| Consequence: How situation resolved/Staff response to situation | | | | | | | | | | | | | |
|---|--------------------------|-------------------|--------------------------|-----------------|--------------------------|----------------|--------------------------|------------------|--------------------------|-------------|--------------------------|---------------------|--------------------------|
| Time out | <input type="checkbox"/> | Tactical ignoring | <input type="checkbox"/> | Change of staff | <input type="checkbox"/> | Use of visuals | <input type="checkbox"/> | Countdown/ timer | <input type="checkbox"/> | Distraction | <input type="checkbox"/> | Phys Int (Specify) | <input type="checkbox"/> |
| <input type="checkbox"/> Other | | | | | | | | | | | | | |

If a Physical Intervention occurs parents/carers must be contacted before 3:30pm and bound book must be completed

Successful Strategies/Recommendations following debrief

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| Follow up to incident | | | |
|--|--|-----------------------|--------------------------|
| Body Map Completed <input type="checkbox"/> | Accident Form Completed <input type="checkbox"/> Reference: | Parent/Carer Informed | |
| Debrief Completed <input type="checkbox"/> | Verbal Support Offered <input type="checkbox"/> | Phone | <input type="checkbox"/> |
| Physical Intervention Log <input type="checkbox"/> Reference: | Leadership Informed <input type="checkbox"/> | Home/College Journal | <input type="checkbox"/> |
| | | Face To Face | <input type="checkbox"/> |
| | | Email | <input type="checkbox"/> |

| Leadership Review | | | | |
|---|---|--|--------|--|
| | | | | |
| Bullying Concern <input type="checkbox"/> | Racist Concern <input type="checkbox"/> | Mental Health Concern <input type="checkbox"/> | Signed | |

CONFIDENTIAL

BODY MAP

Student name:

Date and Time observed:

Description of marks (Size, shape, colour)

Parent/Carers must be contacted prior to 3:30pm to report any marks.

Reporting Staff Signature:

