

Definition: The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological. It can happen face-to-face or online.



The Prescott School - Bullying Incidents Protocol

Head of Year (HoY): Year 11 Moran & A Nolan, Year 10 A Madden Year 9 S Thompson, Year 8 – D McMahon, Year 7 – J Beattie

Pastoral Support Team: C Brown, J Campbell, L Spendlove, H Kevan

STEP 1	Bullying Incident Occurs/Reported • An overview of the incident is taken from pupil/parent/carer. • Staff member to record details of incident on CPOMS. • HoY will be alerted automatically in CPOMS entry.
STEP 2	Head of Year • The day of the incident or, at latest, first thing the next morning, the Head of Year liaises with the pastoral support assistant to get all evidence produced and collated. • The Pastoral Support Team calls the parent / carer to inform them that there has been an incident, the school is investigating, and the HoY will be in touch. • Pastoral support team to collate witness statements (official paperwork to be used) from all relevant parties i.e. victim, perpetrator, other staff/student witnesses. • Pastoral support assistant gives all witness statements to the HoY by the end of the day at latest. • HoY calls home to inform perpetrator's parents / carers of what has occurred in school and inform of school actions/support relevant to their child. • A clear narrative of the details of the incident, confirming contact with parents / carers of all children is added to CPOMS.
STEP 3	Head of Year / ATY / SCR • Sanctions decided and issued for perpetrator. • Support given to victim - mentor or counselling referral to be considered. • HoY calls parents / carers of victim and perpetrator to update on actions taken. • Organise/conduct a restorative session where appropriate. • Section 8.2 of the anti-bullying policy to be actioned: "Advise the victim not to hit out at the bully or bullies or retaliate as they themselves may end up being accused of bullying" and " Discuss options to resolve the situation, agree actions, advise the victim of what happens next."
STEP 4	ATY / SCR • Check that every action has been carried out. • Update CPOMS • Pupil check in following incident

June 2026