

# PROCESS TO FOLLOW WHEN SUPPORTING YOUNG PEOPLE WHO ARE EXPERIENCING OR DISPLAYING BULLYING TYPE BEHAVIOURS

Enhanced Accountability for BoG, schools and supporting agencies to work with appropriate multi-disciplinary team to identify & address need

Child Centred approach – Pupil and parent voice valued. Young Person and Parent/ Guardian engaged in the process

Behaviour reported as alleged bullying

In all cases a Bullying Concern Assessment Form is initiated and attached as a document to digital Behaviour Management System e.g. SIMs

Judgment made by appropriate Pastoral staff to determine whether situation constitutes bullying using legal 'bullying' definition and following processed on bullying Concern Assessment Form

Ensure staff plan of action complies with relevant legislation and guidelines such as: The Children (NI) Order (1995), Data Protection Act (1998), Code of Practice (1996), Freedom of Information Act (2000), Pastoral Care in Schools: Promoting Positive Behaviour (2001), Welfare and Protection of Pupils ELB (NI) Order (2003), SENDO (2005), SEND Act (NI) (2016), Addressing Bullying in schools Act (NI) (2016), Safeguarding and Child Protection in Schools: A Guide for Schools (2017). Guidance in the Use of SIMs (2017) GDPR (2018)

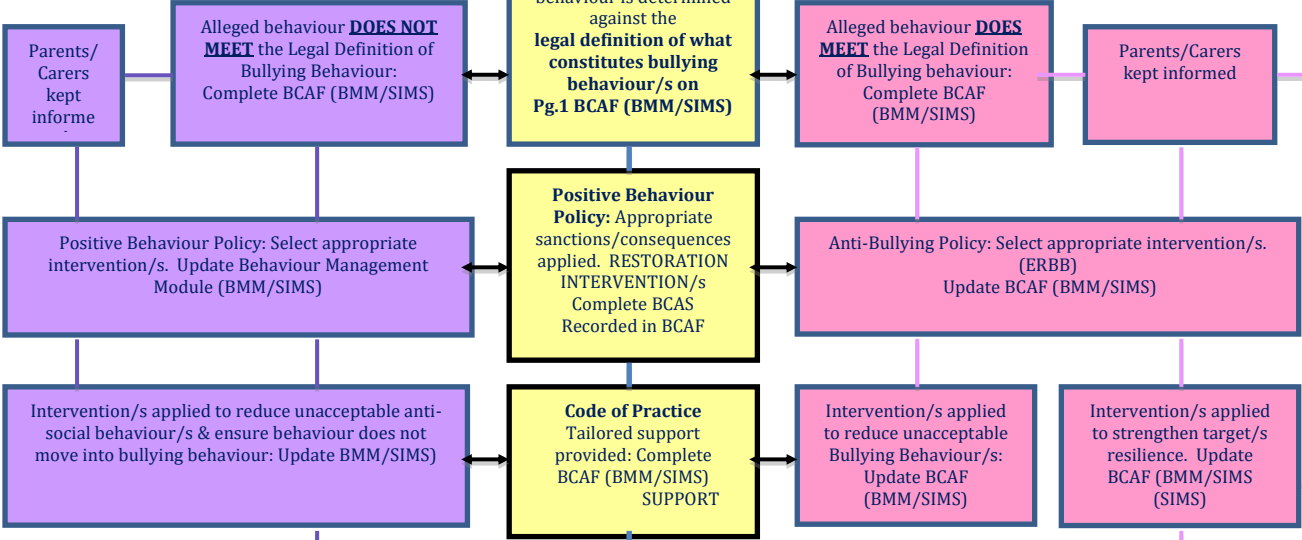
## REFERRED THROUGH

Allegation of Bullying Behaviour is received

Current Incident   ←   Allegation of Bullying Behaviour is received   ←   Check for Previous Incident /s

Page 1 of **Bullying Concern Assessment Form (BCAF)** is completed (BMM/SIMS)

On the basis of the information gathered the nature of the alleged behaviour is determined against the legal definition of what constitutes bullying behaviour/s on Pg.1 BCAF (BMM/SIMS)



**CODE OF PRACTICE: SUPPORT OUTCOMES**  
 Together staff & pupils track, monitor & assess progress to determine efficacy of the intervention/s (Compile evidence files)

Record PROGRESS on BMM/SIMS

Record PROGRESS on BCAF (SIMS)

## BoG

Bullying statistics discussed regularly at BoG Meetings  
 Macro tracking – statistics used to identify patterns to inform policy review to meet the needs of the young person more

Implement appropriate intervention to meet the needs of both those Experiencing Bullying Type Behaviours & displaying Bullying Type Behaviours using NIABF Resource (or other social emotional and behavioural needs if appropriate). Proceed through stages in the bullying concern assessment form (attached documents on SIMs) or behaviour plan if appropriate via Positive Behaviour Policy/Code of Practice

Maintain clear chronological digital Record Keeping – follow EA Guidance Documents on the appropriate use of SIMs? – Where a young person is educated on a different site ensure there is effective information share processes in place for accountability