

## Linlithgow Academy Alleged Bullying Incident Flowchart



Bullying behaviour observed  
by/reported to staff



### All staff –

- Listen and ascertain details of the incident from all involved
- Decide on appropriate action which may include –
  - Restorative conversation
  - Logical consequence (eg move seat)
  - Refer to Pupil Support Teacher
- Complete Bullying Incident Form (page 1) and pass to Pupil Support Teacher



### Pupil Support Teacher actions may include -

- Restorative conversation
- Logical consequence (eg payback)
- Inform parent/carer
- Refer to SMT if appropriate
- Report to Police if appropriate
- Complete Bullying Incident Form (page 2)



### Pupil Support Teacher -

- Monitor/review incident for 2 weeks following incident
- Pass completed Bullying Incident Form to Pupil Support Manager



### Pupil Support Manager

- Record Incident Form in Seemis and file
- On-going Quality Assurance and analysis of bullying incidents