

Anti-Bullying Advice for Parents

STEP ONE: What to do if your child is being bullied:

- Ask to see the Form Tutor or Pastoral Support Assistant and explain your worries in a friendly non confrontational way
- Ask what the teacher suggests would be the best way of sorting it out
- Ask what you can do to help and stay in touch with the school

Your child's school has to have an Anti-bullying Policy by law. You are entitled to ask for a copy to look at. The policy should tell you what the school will do if bullying is reported and also what the school is doing to stop bullying happening in the first place. Please click this link to see the Anti-bullying Policy.

STEP TWO: If the bullying continues:

- Keep a diary of what your child says is happening
- Contact the Form teacher or Pastoral Support Assistant again explaining that the problem is still not sorted and that you would like your letter put into your child's school file, together with a note of the action taken. Ask what action will be taken as a result of this contact
- Copy your child's Leader of Learning into any correspondence

Schools have a duty of care, and allowing a child to be continually bullied when the school has been alerted to the problem could be seen as a breach of that duty, so please make sure that they are aware of the issues.

STEP THREE: If there has been no progress:

- Continue to keep a diary of what your child says is happening
- Insist that you see your child's Leader of Learning
- When you are invited in to discuss the matter you may like to take a partner or a friend with you
- Before going in make notes of the points you want to make and be firm but polite
- After each visit send a letter to the school outlining the main points of the meeting and action you have been told they will be taking (keep a copy)
- Ask to see the Anti-bullying Policy if you have not already seen it
- Ask what action has already been taken against the bullies and what the Leader of Learning intends to do in the future
- Copy the Headteacher into any correspondence

STEP FOUR: If you are still unhappy:

- Phone, write or email the school, outlining the issues and asking to see the Headteacher
- It is the Head Teacher's responsibility to investigate the matter.

STEP FIVE: If all else has failed:

- Write a letter to the Chair of Governors, addressed to the Clerk to the Governors at the school address (see www.bullying.co.uk 'Model letters' to help your complaint)
- The Chair of Governors will investigate following the agreed school's complaints procedure.
- A Governors' panel will sit and will invite you to meet them to discuss your concerns.

STEP SIX: And Finally:

- Appeal to the local authority
- Contact the Education Welfare Officer for the area if your child can't face going to school
- Explain the situation and ask for advice