

**Step One:
Complete Behaviour Incident Form**

If an adult witnesses or reports the incident

1. Staff member completes Incident Report Form and give to the named person for bullying.

If a student reports the incident to staff

1. Acknowledge child's feelings
2. Determine if there are immediate safety issues and address
3. Complete Incident Report Form and give to the named person for bullying

**Step Two:
Conduct Restorative Investigations**

Interview the student who experienced the bullying (victim)

1. Find a room that offers confidentiality and safety
2. Interview the victim first, then the alleged aggressor(s) and any witnesses individually
3. Ask the relevant Restorative Questions?
4. Ask what they would like to happen and would they be comfortable to take part in a Restorative Meeting to resolve the issue?

Interview the student accused of bullying (aggressor)

1. Identify the problem by asking the relevant Restorative Questions to all aggressors individually
2. In case of denial or if further information is needed then interview any witnesses from both sides
3. Make the alleged aggressor(s) aware of the consequences of their actions and ask if they would take part in a Restorative Meeting to repair the harm caused

If it's a serious incident do you need to contact the police or contact the victim and aggressor(s) parents/carers

**Step Three:
Conduct Restorative Meeting**

Both parties agree to Restorative Meeting

1. Bring in victim and acknowledge they are happy to proceed
The victim may be anxious, think about seating positions
2. Bring in the aggressor and facilitate the meeting
3. Let the victim have their say and reframe if needed
4. Let the aggressor have their say and again reframe if needed
5. Allow both parties to communicate with one another
6. Let both parties agree on a outcome of how they can move forward
7. Write a contract and agree on how this will be followed up

Either party do not agree to Restorative Meeting

1. Decide if the aggressor needs to be disciplined and what punitive measure will be imposed
2. If the alleged aggressor denies any wrong doing and there is insufficient evidence, tell the alleged aggressor that you will continue to monitor their behaviour

**Step Four:
Document Incident and Consequences**

1. Document the outcome of the investigation on the Behaviour Incident Form
2. If a Restorative Meeting didn't take place then notify the victim of the action taken
3. Inform appropriate staff of the incident and provide updates as needed
4. Monitor the behaviour of the students involved
5. Notify teachers and support staff who have contact with victim and aggressor of the incident