

SUAT Policy	Anti Bullying					
LGCS Appendix	Procedures to follow if bullying is suspected					
Approved by	CEO/LAC	Issue Date	Oct 2023		Review Date	July 2026
Audience	Trustees	✓	Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

This appendix includes:

- amendments to the SUAT policy that have been approved by Trustees/ LAC
- specific practices and/ or procedures that are used in LGCS
- additional information relevant to LGCS

This document indicates the specific practices and/or procedures that are used in LGCS when bullying is suspected.

### Procedures to be followed when bullying is suspected

1. When a bullying incident is reported, those accused of bullying and witnesses of the incident will be invited to describe verbally to a member of staff what has taken place, and this will be recorded. The student will also have the chance to write down their account of what has taken place.
2. Bullying incidents will be recorded as a Behaviour Log on Bromcom for future reference and all documentation to do with specific incidents will be filed in the student files.
3. Sanctions  
If a student either admits to bullying or it can be proved beyond reasonable doubt that they have taken part in this behaviour, then the following methods and sanctions can be used.
  - The incident will be reported to their parents and action will be agreed.
  - A restorative justice package may be used to ensure that issues are resolved.
  - At LGCS, a student will be placed on a Behaviour Contract which may result in an internal exclusion (see LGCS Behaviour Policy).
  - The student may be sent home pending a meeting with their parents.
  - A fixed-term suspension or permanent exclusion) will be considered for extreme cases of bullying or repetitive bullying behaviour after earlier sanctions have been used.
4. Once the bullying incident has been resolved, and the victim of the bullying considers the matter closed, a referral to an outside agency may be made where a support programme will be put in place for the person who did the bullying. The school recognises that people who bully have often been victims themselves.
5. Students at risk of exclusion, as a result of continual bullying, will have a Support Plan created which will target internal and external support aimed at improving and stopping the behaviour.