



Bullying is intentionally and repeatedly causing distress or harm to the same individual which may include:

Intimidation, ridicule, extortion, verbal or physical threats or actions, use of technology (Cyberbullying)

In addition, it is difficult for the bullied children to defend themselves. This refers to the power imbalance between the parties.



KIVA REFERRAL FORM COMPLETED BY MEMBER OF STAFF AND PLACED IN HOL PIGEON HOLE AFTER INITIAL INVESTIGATION AND DEEMING THE ACTIONS TO BE BULLYING.

### HOL DETERMINES IF THERE IS A NEED FOR INTERVENTION

**YES**

- HOL to speak with victim and perpetrator separately to mediate the situation.
- HOL to contact parents/carers and apply sanctions if necessary.

**NO**

- Incident to be dealt with via Teacher/ Faculty following standard behaviour procedures.
- Ensure incident is recorded on Sims/ Talaxy.
- Apply sanctions where necessary.

#### STAGE 1

- HOL to contact parents/ carers
- Pupils to sign KiVa contract
- HOL to refer pupil to AJN for intervention work

#### STAGE 2

- HOL to meet with parents/ carers
- Sanction applied to perpetrator

#### STAGE 3

- Meeting required by parents/ carers with Leadership Group
- Severe sanction