**Glance Card**

**Investigating and Dealing with alleged Bullying in a nutshell**

***(but not to be used without consulting***

***the full version of the anti-bullying policy)***

Steps are as follows, the relevant teacher:

1. Gathers information e.g.

* Observation
* Available school data/records
* Conversations with pupils/staff/parents
* Surveys
* Socio-grams

1. Record the information
2. Analyse the information
3. The relevant teacher now has the ultimate say (based on steps 1,2 and 3 and according to Dept of Education Best practice guidelines) in determining whether it is bullying or not. **TO BE CLEAR *– It is the relevant teacher who determines whether it is bullying or not*, NOBODY ELSE.**
4. Carry out the intervention (based on suggestions in the school’s anti-bullying policy)
5. If the matter is not resolved within 20 school days, the relevant teacher must fill in Appendix 3 of the school’s anti-bullying policy and notify the Principal
6. Once appendix 3 is filled in the School must seek external help
7. All Appendix 3s must be reported at BOM level (but with no names mentioned)