CBC

Respect • Kindness • Inclusion

A positive school for everyone

Safe Respectful Inclusive

Bullying Concerns – Teacher Guide

A simple 4 step process to support our students

1 LISTEN & REASSURE

- Take the student seriously.
- Stay calm and be supportive.
- Thank them for telling you.



"You're doing the right thing by telling me."

2 TAKE A RECORD

- Use the school's recording template.
- Include key details: what, when, where, who was involved and what was said/done.
- Keep the record factual and objective (no opinion).



3 NOTIFY YEAR HEAD

- Email the completed recording template to the relevant Year Head as per procedure.
- Do not attempt to "informally resolve" potential bullying without recording it.



4 FOLLOW UP (WITHIN 20 SCHOOL DAYS)

- Check in with the Year Head within 20 school days to confirm whether further issues have been recorded.
- Ensure actions are being taken and the matter has been appropriately addressed.





Together we can make a difference.

Kindness, Inclusion and Belonging

Bí Cineálta