# CBC

Respect • Kindness • Inclusion

*A positive school for everyone*

Safe Respectful Inclusive

# See or Hear Bullying?

## A simple guide for SNAs, Office, Bialann and Cleaning Staff

If a student tells you about bullying or you see it happening, follow these 3 steps:

## 1 LISTEN & REASSURE

- Take what the student says seriously.
- Stay calm and be kind.
- Let the student know they have done the right thing by telling you.




## 2 PASS IT ON

- Tell a teacher.
- You can also notify the Year Head or a member of the school leadership team.



## 3 FOLLOW UP

- Share what you saw or what the student told you as soon as possible.
- Make sure the right staff know, even if you're not sure how serious it is.



**Together at CBC we can keep our school a safe, kind and respectful place for everyone.**

SEE IT • HEAR IT • REPORT IT • SUPPORT IT