

Stage	Description	Examples of behaviour	Examples	Actions
1	<ul style="list-style-type: none"> Unpleasant behaviour 	<ul style="list-style-type: none"> One instance of unpleasant behaviour towards another. 	<ul style="list-style-type: none"> One instance of any of the following and other similar behaviours (not an exhaustive list): <ul style="list-style-type: none"> Unpleasant comments, including online. Name-calling, including online. Threats, including online. Inappropriate contact with another person. Inappropriate contact with another person's belongings or possessions. 	<ul style="list-style-type: none"> Member of staff logs 'Stage 1 – Unpleasant Behaviour' on Arbor and CPOMS. Member of staff summarises incident in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim. Pupil and their parents / carers are made aware that a 'Stage 1 – Unpleasant Behaviour' has been recorded via Arbor. Pupil is issued with a P3 30-minute after-school detention for Stage 1 – Persistent Unpleasant Behaviour Appropriate intervention work and monitoring is carried out by Pastoral Manager. Restorative conversation takes place immediately between victim and perpetrator, facilitated by Pastoral Manager. The victim and their parents / carers are kept up to date with the actions taken. Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial or derogatory nature, these must also be logged, under these categories, and the appropriate sanction imposed.
2A	<ul style="list-style-type: none"> Persistent unpleasant behaviours 	<ul style="list-style-type: none"> Two instances of unpleasant behaviour 	<ul style="list-style-type: none"> Two instances of any of the following and other 	<ul style="list-style-type: none"> Pastoral Manager tracks 'Stage 1 – Unpleasant Behaviour' log.

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		towards another (not necessarily the same person).	<p>similar behaviours towards different individuals or groups (not an exhaustive list):</p> <ul style="list-style-type: none"> ○ Unpleasant comments, including online. ○ Name-calling, including online. ○ Threats, including online. ○ Inappropriate contact with another person. ○ Inappropriate contact with another person's belongings or possessions. 	<ul style="list-style-type: none"> • If there are two instances of 'Stage 1 – Unpleasant Behaviour' logged for the same perpetrator, the Pastoral Manager: <ul style="list-style-type: none"> ○ Logs 'Stage 2A – Persistent Unpleasant Behaviour' on Arbor and CPOMS. ○ Pastoral Manager summarises the incidents in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim(s). ○ Pupil and their parents / carers are made aware that a Stage 2A – Unpleasant Behaviour has been recorded, via Arbor. ○ Pupil is issued with a P4 45-minute after-school detention for Stage 2A – Persistent Unpleasant Behaviour. ○ Restorative conversation takes place immediately between victim and perpetrator, facilitated by Pastoral Manager. ○ Appropriate intervention work and monitoring is carried out by Pastoral Manager. ○ The victim and their parents / carers are kept up to date with the actions taken. • Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial

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				or derogatory nature, these must also be logged, under these categories, and the appropriate sanction imposed.
2B	<ul style="list-style-type: none"> Bullying behaviours 	<ul style="list-style-type: none"> Two instances of unpleasant behaviour towards the same individual or group. 	<ul style="list-style-type: none"> Two instances of any of the following and other similar behaviours towards the same individual or group (not an exhaustive list): <ul style="list-style-type: none"> Unpleasant comments, including online. Name-calling, including online. Threats, including online. Inappropriate contact with another person. Inappropriate contact with another person's belongings or possessions. 	<ul style="list-style-type: none"> Pastoral Manager tracks 'Stage 1 – Unpleasant Behaviour' log. If there are two instances of 'Stage 1 – Unpleasant Behaviour' logged for the same perpetrator towards the same individual or group, the Pastoral Manager: <ul style="list-style-type: none"> Logs 'Stage 2B – Bullying Behaviours' on Arbor and CPOMS. Pastoral Manager summarises the incidents in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim(s). Pupil and their parents / carers are made aware that a Stage 2B – Bullying Behaviour has been recorded. Parents / carers of all pupils involved are made aware that a Stage 2B – Bullying Behaviour has been recorded and the actions being taken. Pupil is issued with an Internal Exclusion for Stage 2B – Bullying Behaviour. Restorative conversation takes place immediately between

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				<p>victim and perpetrator, facilitated by Pastoral Manager.</p> <ul style="list-style-type: none"> ○ Appropriate intervention work and monitoring is carried out by Pastoral Manager. ○ The victim and their parents / carers are kept up to date with the actions taken <p>• Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial or derogatory nature, these must also be logged, under these categories, and the appropriate sanction imposed.</p>
3	<ul style="list-style-type: none"> • Bullying 	<ul style="list-style-type: none"> • Three or more instances of unpleasant behaviour towards the same individual or group. 	<ul style="list-style-type: none"> • Three instances of any of the following, and any other similar behaviours, towards the same individual or group (not an exhaustive list): <ul style="list-style-type: none"> ○ Unpleasant comments, including online. ○ Name-calling, including online. ○ Low-level threats, including online. ○ Inappropriate, non-aggressive, 	<ul style="list-style-type: none"> • Pastoral Manager tracks 'Stage 1 – Unpleasant Behaviour' log. • If there are three instances of 'Stage 3 – Bullying' logged for the same perpetrator, towards the same victim(s), the Pastoral Manager alerts the Head of Year. The Head of Year: <ul style="list-style-type: none"> ○ Logs 'Stage 3 – Bullying' on Arbor and CPOMS. ○ HOY summarises the incidents in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim(s). ○ Pupil is made aware that a 'Stage 3 – Bullying' has been recorded.

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			<p>contact with another person.</p> <ul style="list-style-type: none"> ○ Inappropriate, non-aggressive, contact with another person's belongings or possessions. 	<ul style="list-style-type: none"> ○ Parents / carers of all pupils involved are made aware that a 'Stage 3 – Bullying' has been recorded and the actions being taken. ○ Pupil is issued with an Internal Exclusion. <ul style="list-style-type: none"> ▪ If there are multiple examples of Stage 3 – Bullying being logged for the same perpetrator or if the bullying continues following a Stage 3 being logged a more severe sanction may be imposed, for example, Fixed Term Suspension or Permanent Exclusion. ○ Restorative conversation takes place immediately between victim and perpetrator, facilitated by Pastoral Manager. ○ Appropriate intervention work and monitoring is carried out by Pastoral Manager. ○ A parental meeting is conducted by the HOY. In this meeting: <ul style="list-style-type: none"> ▪ a Bullying Contract is agreed and signed by the pupil and their parents. ▪ The pupil and parents / carers are made aware that any further

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				<p>instances of bullying may result in a Fixed Term Suspension and / or Permanent Exclusion.</p> <ul style="list-style-type: none"> ▪ If necessary, Form Class / Band / Class changes are explored, agreed and implemented. ▪ If necessary, an off-site direction or PPP agreed and implemented. ○ The victim and their parents / carers are kept up to date with the actions taken. ○ The bullying incident is logged by the DHT on the school's Bullying Record. <p>• Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial or derogatory nature, these must also be logged, under these headings and the appropriate sanction imposed.</p>

