At Hatch End High School we take both bullying and friendship issues very seriously. We will ensure parents and students are always supported with any concerns raised in relation to these matters. It is important that we understand the difference between bullying and a friendship issue. Bullying is **repeated** behaviour which is intended to hurt someone either emotionally or physically and can take many forms, including name calling and cyber bullying as well as any intent to physically harm. If you are worried bullying please follow our simple guidelines below:

**I think I might be being bullied**

**As a parent your child tells you they are being bullied**

**Parent & Student discuss the concern. Decide if the incident is either…**

**One off occurrence with another student**

**NOT bullying – friendship issue**

**If incident is serious**

**Name calling or other unkind behaviour either in person, online or in communication with peers**

**Where does this take place?**

**Occurs outside of school**

**Occurs in school or during the journey to or from school**

**Contact the Police and inform the school for monitoring purposes**

**Contact the Year Team office immediately**

**(Hear of Year or Year Team Assistant & HOY)**

**Report incident to Form Tutor or Anti-Bullying Coordinator who will follow up with students concerned and liaise with Head of Year**

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**Possible Bullying incident observed**

**An ongoing problem with another student**

**This is bullying**

**Threats of or actual violence**

**Abusive texts or interactions on social media. (Keep or print copies of messages)**

**Student to speak to one of our Anti-Bullying Ambassadors**

**If preferred, email the concern to**

antibullying@hatchend.harrow.sch.uk

**Other Key People you can speak to with any possible bullying concerns:**

* **The School Counsellor**
* **A member of the Safeguarding Team**
* **Any member of the Senior Leadership Team**
* **A Mentor in the student support Team**