

Carmarthenshire Education & Children's services
Alleged Bullying or Harassment Investigation Process Flowchart

An investigation will be promptly initiated for all reported incidents of bullying or harassment

A report of a bullying or harassment incident is received. Investigation begins.

Pupils involved in the incident(s) will be interviewed promptly and separately. The investigation steps for reported incidents will be followed. All interviews will be documented using the Bullying reporting/witness statement form and checklist for an investigation.

Parents/Guardians of all students involved are notified as soon as possible after an investigation of the incident is initiated

Allegation outside the scope of the School/LA

Bullying or harassment meets the policy criteria

All parties notified when the investigation is complete. A Pastoral Support Plan will be put in place where relevant. The school will refer to its Behaviour Policy and WG guidance when deciding on appropriate sanctions

Bullying or harassment does not meet policy criteria

All parties notified when investigation complete. Appropriate, preventative measures will be taken to ensure pupils feel safe and secure at school. Record as an incident unsubstantiated in appropriate systems

If deemed a criminal act, school will refer to the Police immediately and notify parents. Document referral on the appropriate form

Final investigation form is completed and sent to the relevant parties & LA