

Incident is reported to an adult



Adult records event on CPOMS – a member of safeguarding team, alongside CT, will then investigate and record on schools log.



Talk to child/adult who made allegation



Talk to alleged aggressor



Talk to any witnesses



Initiate action plan

This should include both:

- support for the victim
- consequence/support for the alleged aggressor



Contact both sets of parents both verbally and in writing



Complete incident report to include all actions



Monitor behaviour (of all involved) for next 6 weeks and reflect on this in incident