



FROM THE DIANA AWARD

# Diary & Action Plan \_

**A DIARY AND STEP BY STEP PLAN  
TO SUPPORT YOU WHEN WORKING  
WITH YOUR CHILD'S SCHOOL IN  
ADDRESSING BULLYING  
BEHAVIOUR**



# Your Action Diary\_



# ACTION DIARY

## INTRODUCTION

Recalling information about bullying can be an upsetting and emotional experience for your child, as well as for you. It is important that when your child comes to you with what has happened, you are able to record this as accurately as possible.

Creating an Action Diary of WHEN, WHERE, WHO and WHAT will allow you to recall important details when discussing with your child's school and to record your actions taken.

When writing down your child's account of events, it is important to write down exactly what they say – This is to avoid misinterpreting or misquoting any information, that you may need later, through shorthand writing or note form.

It may also be easier for your child to recall events by writing down what happened. If so, you can print two copies of this diary, one for you to use, and one for your child to use.

If there is physical harm to your child, take a picture to evidence alongside your Action Diary.



# ACTION DIARY EXAMPLE:

## WHEN:

Make sure you write down the time and date of the incident

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## WHERE:

Write down exactly where the incident happened

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## WHO:

Write down who was involved - Including any witnesses, bystanders and those directly involved

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## WHAT:

Write down exactly what happened - In detail

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## ACTION TAKEN:

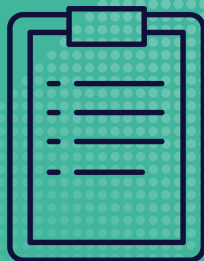
Did you contact the school?

Who is the Pastoral Care Lead at the school?

What are agreed next steps?

## OTHER NOTES:

Do you need to speak with anyone else?



# YOUR ACTION DIARY:

**WHO:**

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**WHAT:**

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# YOUR ACTION DIARY:

**WHEN:**

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**WHERE:**

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# YOUR ACTION DIARY:

## ACTION TAKEN:

## OTHER NOTES:





# Your Action Plan\_



# ACTION PLAN

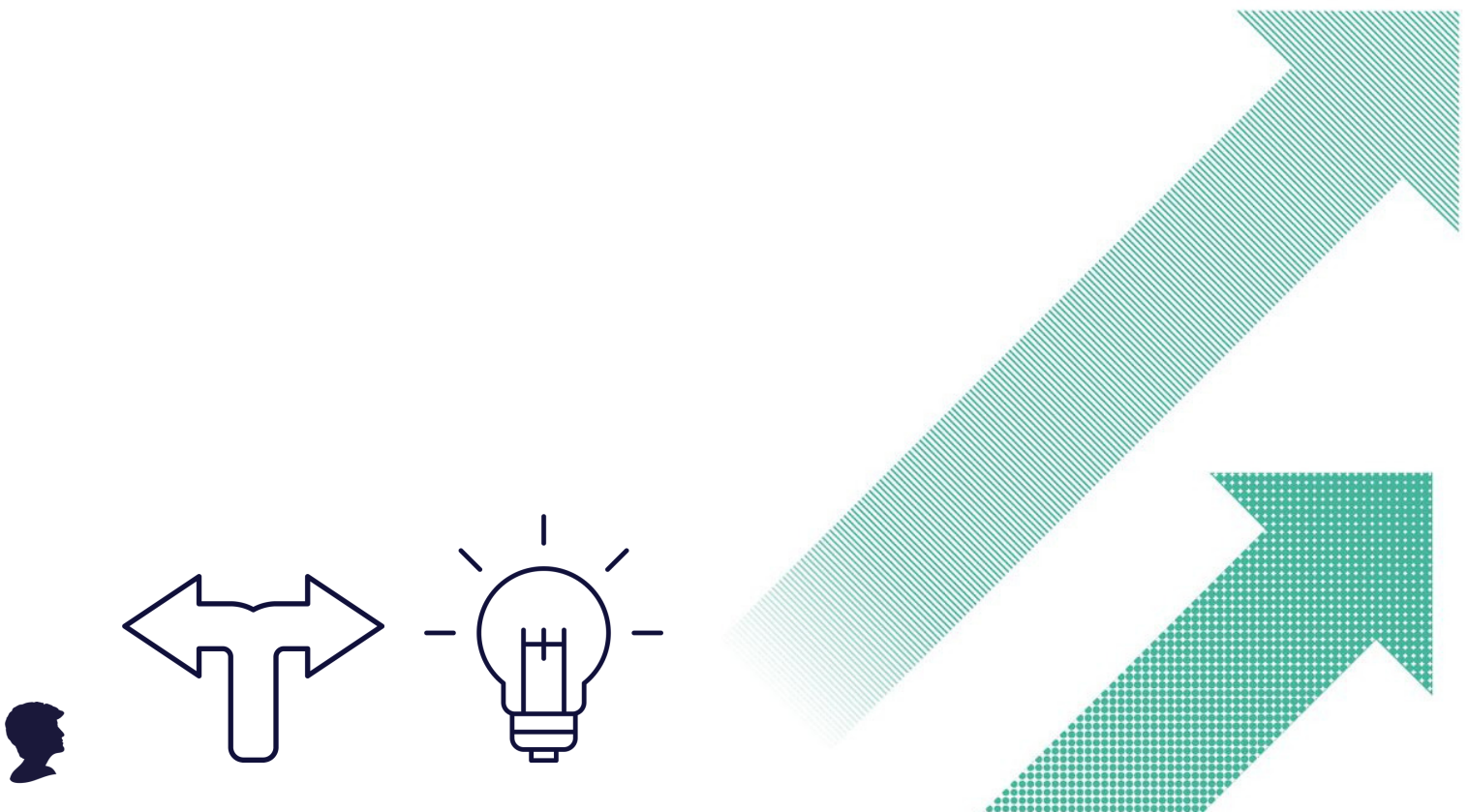
## INTRODUCTION

If you have just learned that your child is being bullied, it can be an emotional situation for your child as well as you. You will want to action a remedy to this situation to re-instil happiness and safety for your child at their time in school.

To achieve this, we feel that it is important not to allow the process to be a rushed or erratic however, as this can often lead to further negativity and the welfare of your child being put at further risk; next steps must be planned carefully and in an appropriate manner to benefit your child's wellbeing fully.

The Diana Award has created a step by step Action Plan for you to use when working alongside your child's school with the aim of achieving a renewed sense of happiness and safety for your child and for you. Working with their school in a proactive and well-planned engagement, you will be able to support your child through this challenging experience with a positive outcome.

There are also additional steps you can take to further escalate your concerns should the bullying behaviour continue.



# You have found out your child is being bullied. Sit down and talk to them about it following these helpful steps:

## STEP 01

### Talk about it

Talk to your child about what has happened and what they would like to do next to stop the bullying. Make notes using your Action Diary (see Action Diary resource).

## STEP 02

### Arrange meeting with school

Arrange a meeting with your child's school Head Teacher, form tutor or Pastoral Care Lead to discuss what action will be taken to resolve the bullying behaviour. Agree a time for regular updates from your school contact to find out what is happening,

## STEP 03

### How is your child?

- Has the bullying stopped?
- Is your child receiving the help that they need?
- Is your child's confidence beginning to grow?

### YES

The situation has been resolved and the healing process can begin.

Keep in contact with the school. We don't want a recurrence of the situation.



### NO

Arrange a meeting with your child's head of year AND the head of school.

Discuss how the school is planning to resolve the situation

Keep supporting your child to enable them to flourish and regain confidence.

Find out who is in charge of behaviour and safeguarding in the school. What action they will be taking.

## STEP 04

### If the bullying has not stopped...

You can escalate your concerns by:

Writing a formal letter of complaint to the Head of the school.

If your situation has still not be resolved you can also contact your school's Governors.

If then not resolved contact-  
Local Education Authority (LEA)

Ofsted (Maintained and Academy schools)

Department for Education (State schools)

Your local MP

Education Funding Agency (EFA) (Academies and Free schools)

For more information  
[www.gov.uk/bullying-at-school/the-law](http://www.gov.uk/bullying-at-school/the-law)  
[www.gov.uk/complain-about-school](http://www.gov.uk/complain-about-school)



# SUMMARY

It is likely that your child has been worrying about this for some time and understandably they may have been reluctant to speak about it. Their biggest fear may be in fact be that if they speak out, the problem will get so much worse. Don't let them feel that way.

Instead of taking on the issue for yourself only, work with them to help them feel empowered again and able to regain control over what is happening and what to you both will do next. This will help them regain their confidence and regain control over a situation the may feel it was lost.

## Working with Your Child's School

- Our immediate thoughts can be that the school has failed to keep our child safe and we want something done immediately. Remember to give the school a chance to act on your concerns as they may just be learning of this bullying behaviour too.
- Avoid heading straight to the school in person - they are busy places and you may not be able to get an appointment, leading to further frustration. Ring up and ask to speak to the Pastoral Care Lead at the school to emphasise your concern.
- Try not to take your child out of school or keep them off as this can often make it harder to get them back to school, can isolate them and doesn't give the school the chance to sort out the problem.

## Other Parents

While you may be tempted to speak to the parents of the child who is exhibiting the bullying behaviour, this isn't always the most helpful plan of action.

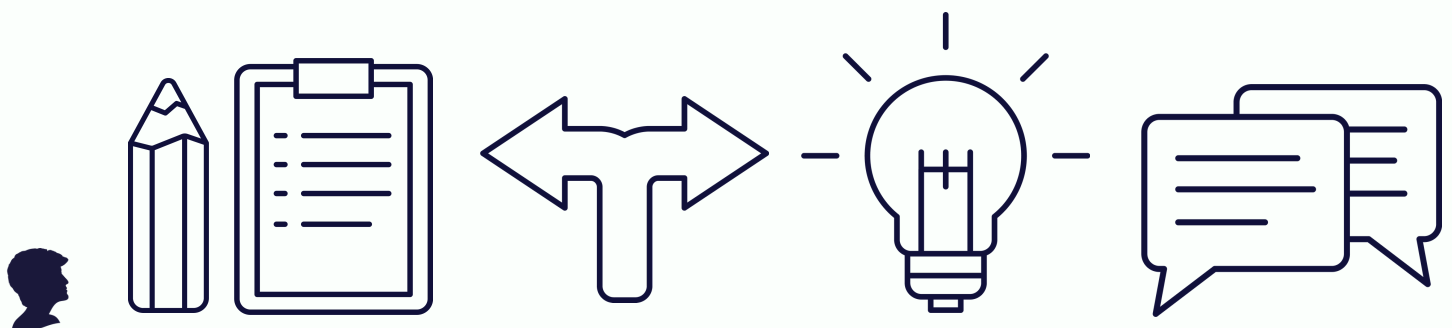
Try and let the school deal with the situation in the first instance or if you know the parent and want to speak to them, do so in a cautious manner. Certainly don't contact them on social media!



# Preparation for Meeting with School

There are a few things you might want to consider discussing with your child's teacher or Pastoral Care Lead when you meet with the school

- Request to see a copy of the school's Anti-Bullying Policy: Every school is required to have one of these and it can give you a good idea of how the school tackles bullying incidents
- Ask if there are any safe areas in the school where your child can go if they're being bullied
- Does the school have an anti-bullying programme such as the Anti-Bullying Ambassador Programme?
- Have they made the other teachers aware that your child has been bullied and might need extra support?
- Does the school have a buddy system for your child to get support from older students?
- You and the teachers should keep your child's wishes at the top of the agenda. How do they want you to tackle the issue?
- Are there subtle ways the teachers can address the problem without exacerbating the situation? For instance, would rearranging the class seating plan to sit the students further apart help if the bullying has taken place during class time? Could the teacher avoid placing the students in the same group for group work?
- You can add your notes to your 'Action Diary' from discussions had and ideas presented between yourself and the school.



For more information, resources and support visit:

<https://www.antibullyingpro.com/resources>  
<https://www.antibullyingpro.com/support-centre>  
<https://www.antibullyingpro.com/parent-support>

For social media safety tips visit:

<https://www.facebook.com/safety/>  
<https://help.twitter.com/en/safety-and-security/account-security-tips>  
<https://www.net-aware.org.uk/>

This resource has been created by Robbie Cruickshank-Sutton  
Anti-Bullying Training Coordinator from The Diana Award.

For more information about our  
Anti-Bullying Ambassador training programme,  
please visit:  
[www.antibullyingpro.com/training](http://www.antibullyingpro.com/training)

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## Get Involved

Please get in contact with us to find out more!



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