

Step 1: Listen
Your teacher will
listen to you and
write down what has
been happening.

Step 2: Collect information
Your teacher will speak to all of the people involved (including witnesses).

Step 3: Inform
Your teacher will tell
other relevant adults
(deputy principals or
your parents).

Step 4: Next steps Your teacher will discuss with you what will happen next. Step 5: Review
Your teacher will check
in with you to see how
you are. This might
happen more than