Albany Academy Peer on Peer Incident Process

Statements

• Collect statements from all relevant pupils and staff.

Contact

 Make initial contact with all parents/carers to share information in relation to the incident.

Record

 Add all information to CPOMS including reference to analysis box below. Ensure all relevant staff are alerted.

Sanction

 Liaise with SLT re. appropriate sanctions and inform all parties.

Support

Offer support and advice to victim(s) and perpetrator(s).
 Refer to outside agencies as appropriate.

Restorative

• If appropriate, organise and deliver restorative session(s).

Monitor 1

• Three week check-in with pupils and parents/carers as appropriate.

Monitor 2

 Six week check-in with pupils and parents/carers as appropriate.

Analysis

- o Repeat offender
- Repeat victim
- Repeat offender and victim
- o Coercive behaviour
- o Vulnerable
- o Escalation of sanction and support (for repeat)