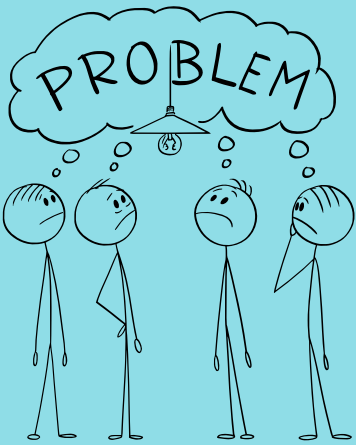


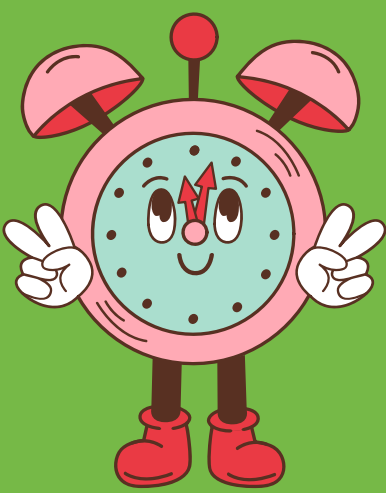
CLASE PRIMARY SCHOOL PUPIL PROBLEM PROCEDURE



WRITTEN BY YOUR PUPIL
LEADERSHIP TEAM



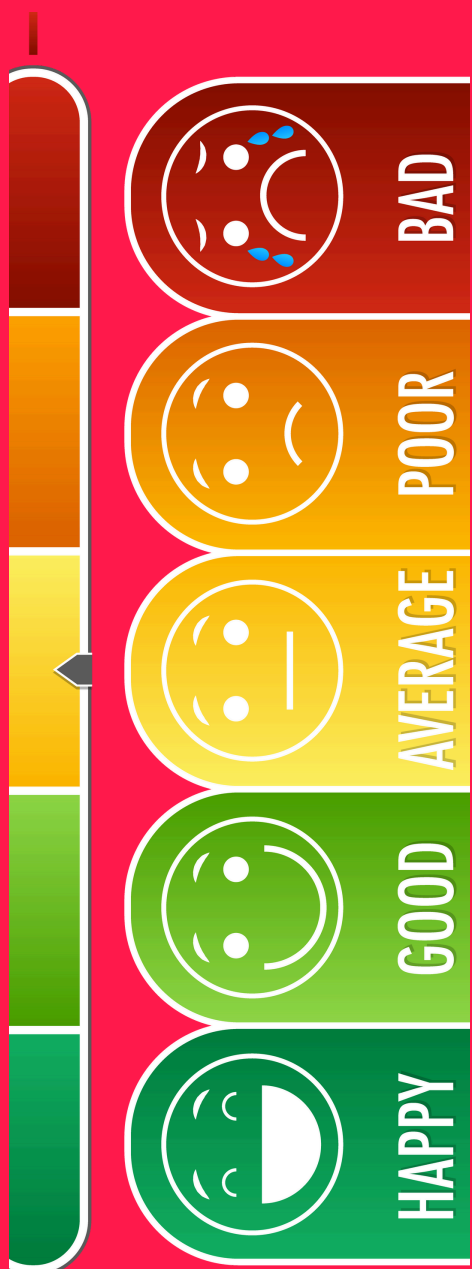
Everyone has problems sometimes!
If something is bothering you, don't keep it to yourself. Use this guide to know who to talk to and what to do.



- When might you have a problem?
- On a school trip
 - Homework or school life
 - Behaviour of another pupil
 - Bullying or feeling upset
 - Problems at home
 - Test or schoolwork worries
 - Social media or gaming issues



- Talking about your problem
When you speak to an adult:
- You will be listened to
 - They'll ask questions to understand
 - You'll be treated fairly
 - You can speak to someone you trust
 - It stays private (unless someone is unsafe)



The Pupil Problem Scale

Step 1 - Minor Problem

Toilets, lunch queues, etc.

Tell a PLT Member. They will raise it in their meeting.

Step 2 - Small Problem

Lost homework?

Try to solve it yourself - can you get another copy?

Step 3 - Medium Problem

Someone is unkind more than once

Speak to your Class Teacher or a trusted adult

Step 4 - Big Problem

Someone is putting themselves in danger

Tell the duty adult or class teacher right away

Step 5 - Emergency

Someone is seriously hurt

Tell the nearest adult immediately