Appendix B: Flowchart of actions

Set policy
- Develop the school's anti-bullying and equalities policies.
- Make the school's anti-bullying and equalities policies available on the school website and ensure hard copies are available.

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Create an inclusive school environment
- Develop an inclusive Christian vision that creates a culture of dignity and respect.
- Speak clearly about LGBT equality and carry out awareness raising.
- Offer appropriate support to LGBT pupils.

Train staff
- Ensure that all staff members understand the anti-bullying policy.
- Ensure that all staff members understand that it is their shared responsibility to challenge HBT bullying and train all staff so that they know how to effectively challenge HBT behaviour.
- Train pastoral or other key staff to offer appropriate support to LGBT pupils.

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Inform, equip and involve pupils
- Ensure all pupils understand what HBT bullying and language is.
- Clearly and creatively communicate the school's anti-bullying and equalities policies to pupils.
- Make sure pupils understand how to report incidences of HBT bullying and who to go to for support.
- Involve pupils in developing school-wide initiatives to tackle bullying.

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Communicate the school's approach to parents/carers and the school community
- Make sure the parents and carers understand the school's anti-bullying policy.
- Outline the policy to parents by sending a letter or email. Include information on how parents/carers will be consulted on the policy now and in future reviews.
- You could include a summary of the anti-bullying policy in a home-school agreement for parents and carers to sign.

Challenge
- If an incident of HBT bullying or language occurs challenge the behaviour.

Report
- Ensure bullying report forms are completed when an incident occurs.
- All members of staff should use this form to report HBT bullying.
- Ensure homophobic, biphobic and transphobic bullying are marked as separate categories on the report form.

Record
- All incidents reported via the bullying report form should be recorded centrally on the incident log or school database.

Review
- If further improvements are required the school polices and anti-bullying strategies should be reviewed.

Evaluate
- The governors are responsible for evaluating the effectiveness of the school's policies and approach.

Inform
- The data should be reported to the governors and to the LA (where applicable).

Monitor and Analyse
- The recorded data should be monitored and analysed by the designated anti-bullying leads.
- The data should be analysed for any trends in HBT bullying.