



European School Luxembourg I

**PROCEDURE TO FOLLOW IN CASES OF HARASSMENT, INTIMIDATION,
EXTORTION, BLACKMAIL, RACKETEERING, PHYSICAL, MORAL AND
PSYCHOLOGICAL VIOLENCE**

Pupils must know that the school has zero tolerance regarding such behaviours, that victims will be protected and that heavy sanctions can be taken.

A distinction will have to be made between what is more like a joke, some temporary squabbles without any consequences and what is a real offence. All members of the educational community are requested to denounce such behaviours. Each denunciation will be handled with the greatest confidentiality.

TESTIMONY

1. Name and occupation of the person presenting the report (witness). Specify the relation with the pupils involved.

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2. Name of the alleged victim :

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3. Name of the alleged attacker(s) :

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4. How has the witness been informed about the facts?

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5. Description of the facts :

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6. Description of the measures undertaken:

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7. Other witnesses :

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8. Other relevant information to be reported:

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Date and signature:

FOLLOW-UP OF THE FILE

Date:

1. Persons contacted :

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2. Measures undertaken :

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3. Intervention of internal or external experts :

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4. Possible disciplinary measures :

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Signature of the responsible for the follow-up:

FOLLOW-UP OF THE CASE

- Date

- Date

- Date