

## Resolution Meeting regarding Incident \_\_\_\_\_

A complaint of bullying was made by \*\*\*\*\* against \*\*\*\*\* on Friday 20<sup>th</sup> January, pending investigation of the accusations made.

This meeting today was held to mediate between \*\*\*\*\* and to resolve the matter in order that both students agree and understand the following:

- to act in a reasonable, respectful, and civil way towards each other in the future
- to co-exist within College in order that they both have the opportunity to successfully complete their course and achieve their learning aims
- to behave in such a way that they feel safe both inside and outside Kingston College, and that no action is taken involving others which might jeopardise either student's safety or cause either one to feel at risk
- that they both uphold Kingston College's Code of Conduct and Acceptable use of ILT Policy (and have been given copies of both policies)
- that the matters covered by today's meeting should not be discussed with other students either at College or by electronic means such as on Facebook or by text message

The details above are a true and accurate record of today's meeting.

Name:

Signature

Date: