

School Year 2025–2026

ACTION PLAN – SCHOOL CLIMATE

Lycée Français René Cassin d'Oslo

In accordance with the Norwegian Education Act, Chapter 12

Objective

To ensure that every student has a safe and caring school environment by following the procedure in cases of suspected bullying or hurtful behavior.

This procedure applies when:

- A student, parent, or staff member reports a case of bullying or exclusion
- A staff member observes concerning behavior
- A student expresses that he/she does not feel well or safe at school

Procedure

1. Reporting:

- Anyone informed of an incident must immediately notify the school leadership.
- If a staff member is involved, the case will be treated as a priority.

2. Investigation:

The investigation begins as soon as possible.

We speak with the student concerned and:

- Interview the persons involved and any witnesses
- Observe the situation in class or during recess if necessary
- Each step is documented in the “monitoring unit” (*cellule de veille*) and in an activity plan, if deemed necessary after investigation

3. Communication:

- Ongoing contact with the student, the parents, and the teaching team throughout the process.

4. Measures and Activity Plan:

- If the student's right to a safe environment has been violated, an activity plan must be written within **five working days**.
- The plan includes:
 - Description of the situation
 - Concrete measures to be implemented
 - Persons responsible

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- Deadlines and follow-up actions

If a staff member is involved:

- The school leadership immediately assesses whether temporary measures need to be taken.
- HR procedures and labor laws are strictly followed.

5. Follow-up:

- Regular follow-up to evaluate the effectiveness of the measures and make adjustments if necessary, with continuous communication to parents.

Documentation

- All investigations, interviews, and relevant information are documented and archived in the *aktivitetsplan* (activity plan).
- Parents are informed and involved.
- Confidentiality and data protection laws are respected.

Investigation Methods Used

1. **Interview with the student concerned**
 - Conducted individually, in a safe setting.
 - Notes are taken during the discussion.
2. **Interviews with other students**
 - Conversations with those who witnessed or experienced the situation.
3. **Interviews with staff members**
 - Collection of factual observations from the adults involved.
4. **Questionnaires / surveys**
 - Used in cases where issues arise within a class.
 - Anonymous and age-appropriate.
 - Results are analyzed by the team.
5. **Observation**
 - Conducted in class and during recess.
 - Helps identify exclusion, tension, and overall atmosphere.
 - Repeated if necessary.