

# ACTION FLOW-CHART

## BULLYING INCIDENT OCCURS

### SERIOUS PHYSICAL BULLYING

- Refer to Deputy Principal
- When dealing with these issues, the school will follow the procedures outlined in the Department of Education and Communities Policy of *"Suspension and Expulsion of School Students"*.
- Referrals made to appropriate outside agencies eg: Police, Child Well-being Unit and Department of Community Services

### ALL INCIDENTS OF BULLYING THAT ARE REPORTED ARE RECORDED IN THE STUDENT MANAGEMENT SYSTEM (SIM)

#### Bullying Incident reported by teacher student or parent

- Interview by Year Advisor
- Bullying reflection sheet completed by bully
- Bully target and witness reports to be completed
- Advise Head Teacher (Faculty) if bullying is a classroom issue
- Strategies for reconciliation decided and agreed upon for implementation
- Offer a teacher mentor if appropriate.
- Wellbeing notification – Step 1 & 2
- Contact with parents of the bully and the target (Phone call)

**After 2 weeks, interview with Year Advisor – progress reviewed.**

**If a problem still exists or there is reoccurrence, refer to Head Teacher Welfare.**

#### Head Teacher Welfare

- Formal caution of bully (Letter)
- Bullying reflection sheet completed by bully
- Contact with parents of the target (Phone call)
- Further strategies implemented
- Counsellor intervention
- Wellbeing notification – Step 3 & 4

**After 2 weeks, interview with Head Teacher Welfare – progress reviewed.**

**If a problem still exists or there is reoccurrence, refer to Deputy Principal**

#### Referral to Deputy Principal

- Further intervention options considered
- Possible short term suspension
- Parent contact
- Referral to Principal

**After suspension a resolution meeting with the Principal will occur. A range of support will be discussed eg negotiate a contract, support counselling and monitor card**

**At each stage in the Anti-bullying Plan the welfare of the target will be paramount.**



**BULLYING INCIDENT REPORT**  
**STEP 1**    Completed by Year Advisor

Date: \_\_\_\_\_ Year Advisor: \_\_\_\_\_

Name – Bully \_\_\_\_\_ PC \_\_\_\_\_ Year \_\_\_\_\_

Name – Target \_\_\_\_\_ PC \_\_\_\_\_ Year \_\_\_\_\_

Name – Witness \_\_\_\_\_ PC \_\_\_\_\_ Year \_\_\_\_\_

**DESCRIPTION OF INCIDENT**

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**RECONCILIATION STRATEGIES SUGGESTED**

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Additional Notes \_\_\_\_\_

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**Enter Step 1 into Wellbeing – bully and attach Bullying Reflection Sheet to this form**

**Follow Up Meeting – Step 2**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Enter Step 2 into Wellbeing for bully and indicate whether issue is referred to HT or resolved. If unresolved, forward this form to Head Teacher Welfare.**



**BULLYING INCIDENT REPORT**  
**STEP 3    Completed by Head Teacher Welfare**

Date: \_\_\_\_\_ Head Teacher: \_\_\_\_\_

Name – Bully \_\_\_\_\_ PC \_\_\_\_\_ Year \_\_\_\_\_

Name – Target \_\_\_\_\_ PC \_\_\_\_\_ Year \_\_\_\_\_

Name – Witness \_\_\_\_\_ PC \_\_\_\_\_ Year \_\_\_\_\_

**DESCRIPTION OF FURTHER INCIDENCES**

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**RECONCILIATION STRATEGIES SUGGESTED**

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Additional Notes \_\_\_\_\_

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- Checklist:
- Letter sent home to Bully’s parents
  - Phone call to Target’s parents
  - Referral to School Counsellor of bully and / or target (if required)
  - Wellbeing notification for bully – Step 3 and attach Bullying Reflection Sheet to this form

**Follow Up Meeting – Step 4**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Enter Step 4 into Wellbeing for bully and indicate whether issue is referred to DP or resolved. If unresolved, forward this form to Deputy Principal.**



# BULLYING REFLECTION SHEET

Date: \_\_\_\_\_

Name: \_\_\_\_\_ PC \_\_\_\_\_ Year \_\_\_\_\_

Signature of Student: \_\_\_\_\_

**WHAT DID I DO?**

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**WHAT EFFECT DID MY BEHAVIOUR HAVE ON ANOTHER PERSON?**

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**HOW COULD I MAKE BETTER CHOICES NEXT TIME?**

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**I UNDERSTAND THAT MY CHOICE OF BEHAVIOUR IS BULLYING. CONTINUED ACTION OF THIS KIND MAY LEAD TO PARENTAL CONTACT AND ULTIMATELY SUSPENSION**

I understand that I will have a review meeting in 2 weeks to discuss this issue

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

