

# 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.**