

Procedures for staff for student incident of bullying and/or harassment

STEP 1 Person making the report

A report of bullying/harassment is made

Staff member ensure the person has target has clearly and assertively asked the student who is bullying/harassing to stop.

STEP 2 Staff who report was made to

Staff member who report was made to checks that incident is bullying and not conflict (repeated, causes harm, abuse of power). If it meets all 3 criteria, refer report to preferred member of staff

STEP 3 Preferred member of staff:

1. Students involved individually write a statement describing the bullying/Harassment (bully and target)
2. If serious refer incident to Deputy Principal
3. Document all actions - Sentral as Negative Incident (if behaviour is bullying/harassment)
4. Direct all involved to report further incidences of bullying/harassment to staff member.
5. Send Sentral message if follow up is required by staff

STEP 4 Preferred member of staff:

Set review date with target (usually 1 -2 weeks later)
If unresolved continue to STEP 5

STEP 5 Preferred member of staff

1. Refer incident to Faculty Head Teacher, Head Teacher Welfare or if serious, Deputy Principal
2. Parent contact is made
3. Students who have been bullying/harassing other students are interviewed and disciplinary action is implemented

Suggested Strategies for Target:

1. Go through their day and determine if they are going to encounter the person bullying/harassing them. If there are times, provide alternate settings e.g. different areas in the playground, place to sit on assembly, class (if regularly undermining learning), bus bay, transport to and from school
2. Provide with script if target runs into the student bullying/harassing the target – e.g. look in eye and tell them to stop in firm voice, turn and walk away and pretend it you don't care.
3. Target to turn and walk away if sees the bully walking toward them
4. Ask one of target's friends to always accompany them – provides a witness and someone who can encourage target to walk away
5. If being followed, direct target to walk toward Front Office, DP offices
6. Always report further incidents of bullying/harassment
7. If this is repeated bullying and no intervention has been successful at stopping it – report goes immediately to DP.

Suggested Strategies for working with students who bully or harass others.

1. Remind the student of the definition of bullying/harassment
2. Describe the actions that indicate this student has bullied or harassed another student
3. Encourage the student to take responsibility of their action by admitting their behaviour could be labelled as bullying or harassment
4. Discuss the impact on peer relationships – other students won't like the way you behave and discuss how that might impact on future friendships
5. Discuss how bullying/harassment is against the rules
6. Ask the students to think and provide reasons why they bully others and to list how the target may have felt.
7. If possible, direct the student to apologise for their actions, make amends and encourage positive relationship skills