

# RESPONDING TO A STUDENT REPORTING BULLYING

Listen carefully, calmly and document what the student says

- Listen to their account fully first and then ask them questions to get more detail.
- Talk about the behaviour of everyone involved, including bystanders.
- Clarify if there are immediate safety risks.

Collect additional information

- Speak with all students involved, including bystanders.
- Incident card given to bully.
- Pass on records of all conversations to the AP who will add information into Sentral.
- Ensure you have information that answers who, what, where, when, how, why.

Devise a plan of action with your supervisor

- Once you are confident you have a comprehensive picture of the situation, devise a plan with Stage AP.
- Discuss with Stage Team and Senior Executive.
- AP to log all reports, plan of action including conversations with parents into Sentral - Wellbeing

Inform parents and students what you intend to do

- Stage AP or classroom teacher to inform parents/guardians.
- Explain that you will look at **immediate** and **short term** responses as well as other long term preventative measures or efforts to promote a positive school climate.

Set up follow up interviews

- Check in to see how all students are going.
- Review strategies to help the students respond to bullying.

If bullying continues

- Report to Senior Executive and learning support.
- Playground and/or classroom behaviour plans needs to be put in place and a risk assessment may be required.
- Senior Executive have a discussion with parents and further plans will be put in place to stop the bullying.

