

Dealing with Bullying: Guidelines

Bullying is a form of harassment, and usually refers to intimidatory behaviour between school students, but may involve staff. It is deliberate, hurtful behaviour that is often repeated, or continues over a period of time. It is difficult for those being bullied to defend themselves.

The '**mediation**' model is to be used to resolve conflict and deal with incidents between students in the playground and classroom.

Except for: **Scared or traumatized people**
People who disclose potential issues that may indicate bullying

These people must be dealt with differently. All staff, after initial discussion (up to Step 3 below only), must refer the issue to syndicate leaders or the principal immediately. They will then follow the steps:

Dealing with victims of bullying

1. All disclosures will be listened to and their viewpoint taken without question.
2. Thank the person for reporting and assure them that this will be investigated fully – with discretion.
3. Ask the person to report any further incidents immediately.
4. School leaders conduct an investigation as soon as possible. Try and establish facts by speaking to all people with relevant information. Record all relevant information.
5. Based on all credible evidence available, make a judgement whether this is an incident of bullying or not. If in doubt, discuss this with other leaders.

If bullying has been confirmed:

If it is a **form of bullying that you feel the 'bully' will be able to immediately modify** then:

1. Immediately report findings to the 'bully' and the 'victim' individually. Discuss with the bully the impact on the victim and ways in which to establish a positive relationship with the person. Plan how the 'bully' will ensure this happens. Outline that any further examples of bullying will be dealt with at Step 4 of the behaviour management plan.
2. Get the 'bully' to speak with the 'victim' and explain their plan for improving the situation.
3. Reassure the 'victim' that they should report any additional incidents and that you will support them. Also ensure they understand that any further examples of bullying will be dealt with at Step 4 of the behavior management plan (which involves a formal meeting with the principal).
4. Speak to the parents of the 'bully' and the 'victim' to explain the outcome of your intervention.

If it is a **form of bullying that you feel the 'bully' will not be able to immediately modify** then:

1. Immediately report findings to the 'bully' and the 'victim' individually. Tell both that the 'bully' will go immediately to Step 4 of the behaviour management plan.
2. Reassure the 'victim' that you will support them and listen to any additional incidents.
3. Speak to the parents of the 'bully' and the 'victim' to explain the outcome of your intervention.

If bullying has NOT been confirmed:

1. Immediately report findings to the 'bully' and the 'victim' individually.
2. Discuss with both parties strategies for dealing with incidents. But ensure that both parties understand that any subsequent incident reported will be fully investigated.
3. Speak to the parents of the 'bully' and the 'victim' to explain the outcome of your intervention and that no further action will be taken unless a further incident is reported.