



## 'Dealing with Bullying': School Procedures

*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.*

*Bullying differs from conflict, being rude or being mean (see 'Definitions posters').*

**'Conflict'** between students can be resolved using the **peer mediation model**.

**'Rude'** or **'mean'** behaviour requires teacher intervention and some follow-up support with either or both parties.

**'Bullying'** **MUST be dealt with differently.**

Bullied people may be scared, worried or upset. They may be reluctant to disclose bullying, even to teachers. Therefore, staff and parents must be proactive and look for any signs.

If people do disclose incidents/issues that may indicate bullying, all staff - after initial discussion (up to Step 3 below only) - must refer the issue to team leaders or the principal immediately.

Leaders will then follow the process below.

### **Disclosing incidents of bullying:**

1. All disclosures will be listened to and viewpoints taken without question.
2. Thank the person for reporting & assure them this will be fully and quickly investigated.
3. Ask the person to report any further incidents immediately.
4. Report the disclosure to a team leader or the principal immediately.
5. 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.
6. Based on all credible evidence available, school leaders make a judgement whether an incident of bullying has occurred or not. If in doubt, they will discuss this with other leaders.

*If bullying has been confirmed:*

If **you feel the 'bully' WILL be able to immediately modify their behaviour** with support or monitoring 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 they can 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 (a formal meeting with the principal, parents, team leader & teacher to formulate a behaviour 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 behaviour management plan.

4. Speak to the parents of the 'bully' and the 'victim' to explain the outcome of your intervention.

**If you feel the 'bully' WILL NOT be able to immediately modify their behaviour 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.