

1. Policy Access and Awareness

- Policy on the school's website; articles and resources on bullying made available through newsletter and other means.

2. Initial disclosure made, first response

- School becomes aware of an incident involving possible bullying. Physical contact stopped (if this involves physical action). Safe environment established for the victim.

3. Life threatening incident or risk of significant harm involved?

- Yes – go to Point 6 below
- No – go to Point 4 below.

4. Information gathered on Bullying Record Keeping and Investigation form

- Completed by staff member – copy to principal. Pay attention to repeated offences, intent to harm, imbalance of power.

5. Is this bullying?

- Yes – go to Point 6 below
- No – go to behaviour management as per school policy.

6. Informing appropriate personnel

- Principal informs relevant staff (teacher, leadership team).

7. Formal information gathering

- Principal collects statements from interviews. Investigation Form contains advice.

8. Case Management instituted by principal (nominated person)

- Anti-bullying plan adopted. Principal and senior staff agree on a written anti-bullying action plan to stop the bullying. Includes support for the victim. Parents/Guardians/Carers of victim involved.

9. Situation monitored

- Nominated person reports as required in the anti-bullying action plan to principal.

10. Review of plan's effectiveness – Has the plan and the actions stopped the bullying?

- Yes – all records retained, monitoring continues at a lower level
- No – matter referred to MACS Regional General Manager. Plan may be modified, additional support may be offered, suspension and or expulsion may be considered or police may be involved.