

An action plan to support an anti-bullying response to a bullying incident should consider the following elements for inclusion:

- details specific to each situation or person
- addressing issues identified in the Investigation Form
- parent/guardian/carer involvement and agreement, signatures required
- outlining the role of key staff in monitoring, assisting and addressing the bullying clearly listed in the plan
- roles of supporting staff clearly outlined
- various support measures for victim listed (counselling, peer support, teacher contact, safe zones)
- monitoring mechanisms outlined
- sanctions and restrictions for the perpetrator/s listed
- strategies for the instigator of the bullying incident listed (behaviour plan, assistance with empathy, counselling, family support, lunch restrictions)
- outlining the class teacher's supporting role
- first and second review points (actual date) indicated
- ongoing communication with parents/guardians/carers.