

Procedure for dealing with issue of BULLYING

Dealing with the bully.



Follow up facts of Bullying— despite how trivial.



Explore option of following Restorative justice process.
Preference at this stage is for mediation and conflict resolution rather than punitive measures that often only offer a short term solution to the problem.



If bullying continues further measures include;

- Student gated—Parent notified.
- Request parent interview.
- Contact school psychologist for further action.

If offence is severe further action includes;

- 1st offence; Student suspended. Suspension needs Manager/Board Chairperson authorisation and is usually 1 week .
- 2nd offence resulting in suspension; Student along with parent/student to meet with College Disciplinary Committee to discuss whether expulsion or contract offered.
- 3rd offence requiring suspension; Student withdrawn from College.



Critical incident report form placed on student file.
Report incident on College log.
Suspension letter sent home.
Contract terms signed off by parent, student, Manager and College Chairperson.

Identify student being bullied.



Encourage the student to follow the **SAFE STRATEGY**.

S Solve it yourself— Ignore, stay away, join in with others, laugh it off, move away, tell them to stop, warn them.

A Ask a friend—Tell a friend what is happening and ask them to stay with you while you try step one again.

F Find a Supervisor—Stay in view of Supervisors, ask a supervisor for help, report the matter to a Supervisor.

E Explore your options— Tell the Senior Supervisor, Manager, teacher, Chaplain or your parents



If bullying continues notify parent, College Manager.



Restorative Justice process undertaken.



Seek further guidance in devising strategies and responses. Eg School Psychologist, mentor system, encourage passive observers of bullying to “tell” or negotiate a resolution.



Keep documentation on all incidents. Eg College log.