

## Responding to Incidents of Bullying & Harassment

Information about bullying and harassment incidents may come from a variety of sources including:

- Individuals who claim to have been bullied or harassed
- Friends, colleagues and parents who report bullying or harassment incidents involving others
- Another person speaking on behalf of person being bullied or harassed
- Observations by family members, friends and others
- Reports from other members of the community

### Staff will:

- Investigate and document what has happened by speaking to the relevant parties
- Gather details about the incident from independent observers, if possible.
- Conduct individual meetings with the people involved (this is very important).

### Responding to the person being bullied or harassed

When responding to an individual who is being bullied or harassed it is important to ensure that the person feels listened to and is taken seriously.

- Listen to their story and concerns
- Where appropriate ask them to write down what has occurred
- Explore strategies to cope with the situation (eg. being assertive, avoiding certain places, getting friends to help)
- Refer them to counselling or another avenue of support if appropriate
- Inform Home Group Teacher, Year Level Coordinator, Sub school Leader, Campus Leader, Campus Principal, or parents/carers as appropriate

### Responding to the bully

When responding to the alleged bully it is important to ensure that they feel listened to and taken seriously.

- Listen to their point of view
- Ask the person to document what has occurred (where appropriate)
- Explore alternative behaviours
- Determine possible stressors in the person's life eg. family difficulties
- Refer the bully to counselling, or another avenue of support if appropriate.
- Inform Home Group Teacher, Year Level Coordinator, Sub school Leader, Campus Leader, Campus Principal, or parents/carers as appropriate

**Consequences for bullying or harassing behaviour may include the following:**

Sanctions will vary according to the nature, severity and frequency of the bullying or harassment and the individual circumstances. Should the bullying and harassing behaviour continue, then the severity of the sanctions will increase.

- Informing and consulting parents/carers
- Mediation
- Counselling
- Warning (written or verbal)
- Social skills training
- Community service around the school
- Detention
- Loss of any leadership title
- Loss of privileges
- Internal or external suspension
- Other actions deemed appropriate by the college
- Police notification
- Notification to other Education Department authorities