1. Access to policy
Students/staff/parents have access to school's anti-bullying plans and procedures - on College website and student diary

2. Disclosure and Initial Response
Student/parent discloses bullying incident. Staff member stops the bully (where possible) and provides safe environment for victim

IS THIS CONCERN POSSIBLY: LIFE-THRREATENING, RISK OF SIGNIFICANT HARM &/OR CRIMINAL BEHAVIOUR?

NO

3. Initial Reporting
Teacher records incident on SENTRAL ensuring notification of Year Coordinator and Assistant Principal. Perpetrators, victims, bystanders clearly identified on SENTRAL incident

IS THIS BULLYING?
YES

Follow the College's behaviour management policy

NO

4. Informing Leadership
Year Coordinator informs school leadership (Principal/Assistant Principal) as appropriate

5. Formal information gathering/record keeping
Year Coordinator &/or Assistant Principal interviews separately and collects written statements from all involved (signed and dated)

6. Case Management
Assistant Principal (or delegate) works with Year Coordinator to determine recommendations for action

7. Documentation of anti-bullying action plan
Copies of all documents, meeting notes and plans saved in student/s file and under initial SENTRAL incident number

8. Notification
Parents informed of proposed action plan including consequences and further actions to be taken

9. Ongoing Monitoring
Review with students/parents/relevant staff until matter resolved and all issues, meetings etc... recorded on SENTRAL under the initial incident number

IS PLAN EFFECTIVE?
YES

Recorded on SENTRAL/maintain tracking. Case Closed

NO

10. Principal referral to CEO
Principal informs CEO of serious incidents that invoke suspension/exclusion/transfer policy. Principal uses discretion to make decisions regarding sanctions/consequences.

CEO Case Management