

Bullying Response Flow Chart

Student to report issue to Year Coordinator

Year Coordinator to listen carefully and document what the student reports in a private place to talk. Year Coordinator to investigate the issue further. Year Coordinator to clarify if there are any immediate safety risks and let the student know how these, if any, will be addressed. All details will be documented.

Year Coordinator will collect additional information by speaking with students involved, including bystanders - collecting information regarding who, what, where, when, how and why. Year coordinator to keep full record of findings and inform all students involved the intention to inform their parents/carers.

Year Coordinator to liaise with parents/carers in developing the plan of action, if appropriate.



Year Coordinator devise Plan of Action

Year Coordinator to review the 'Plan of Action' with student and provide as much information as possible without violating privacy of other students or parents. Student will be informed of follow up to take place after plan implemented and Year Coordinator to explain immediate, short term and long term preventative measures or efforts to promote a positive school climate.

Year Coordinator to provide information to students about what to do if the bullying occurs again.



Student and Year Coordinator Review

Year Coordinator to follow up with student to review the outcomes and ensure student is comfortable with all actions taken.

Year Coordinator to ensure full incident is recorded in Academy.

Year Coordinator to notify appropriate personnel: Associate Principal, Student Services Manager, School Psychologist, Chaplain or School Nurse as appropriate.



Parent/Carer Contact

If parent has not yet been involved in the process of planning, Year Coordinator to advise parent/carers of the incident, the resulting course of action and the outcome for the student.



Follow Up

Year Coordinator to continue to monitor the situation and ensure bullying behaviour does not 'reappear'.

Further Information:

Fremantle College recommends the resource: Bullying. No Way! <https://bullyingnoway.gov.au/>

or

Department of Education Bullying Policy: <https://www.education.wa.edu.au/bullying>