



# Classroom/Transition Spaces



Student reports bullying to Classroom Teacher (CT)/ Learning and Support Teacher (LaST)/ Student Learning Support Officer (SLSO). If SLSO is informed of bullying they will notify classroom teacher.

CT follows SJPHS Anti-Bullying Policy procedures; record on Sentral; disciplinary action as required – e.g., change classroom seating; classroom isolation; detentions; notify Head Teacher Faculty.

Notify Year Advisers (YA). Ongoing in-class monitoring.



## If Bullying continues



Escalation of actions by Head Teacher Faculty – Faculty detention. Repeated incidences - Level 2 Faculty Behaviour Card issued – parent contact via phone and letter. Sentral notification to year group Deputy Principal.



## Further instances of Bullying



Deputy Principal intervention for repeated/multiple incidences of bullying - Level 1 Behaviour Monitoring Card issued – parent contact via phone and letter. Sentral record made. Potential Official Warning of Suspension for persistent misbehaviour. Potential Police/e-Safety Commissioner intervention.

## Bullying stops



Year Advisers support the student(s) - monitor any ongoing/reoccurrences of bullying behaviour towards victim by bully or associates.



School Counsellor support the victim(s) of bullying behaviour and counsel bully/associates to prevent further occurrences of bullying.



# Playground



Student(s) report the incident to the teacher on playground duty. **Playground Duty Teacher** intervenes to instigate cessation of bullying actions. Take note of the names of students involved. Ensure the safety of the student(s) being bullied. Take immediate disciplinary action as required for bully – detention, isolation from peers etc.

Immediate verbal notification to Head Teacher Playground Duty of situation and actions. Make follow-up Sentral notification to Head Teacher Playground Duty and Year Advisers.



## If Bullying continues



Escalation of actions by Head Teacher Playground Duty – removal of bullying student(s) from the playground area; detention. Repeated incidences - **Level 2 Behaviour Monitoring Card** issued by HT Playground Duty – parent contact via phone and letter. Sentral notification to year group Deputy Principal and Year Advisers.



## If Bullying continues or behaviours escalate



**Deputy Principal** intervention for repeated/multiple incidences/escalation of disobedience to Head Teacher Playground Duty - **Level 1 Behaviour Monitoring Card** issued – parent contact via phone and letter. Sentral record made.

Potential Formal Warning of Suspension for persistent misbehaviour.  
Potential **Police/e-Safety Commissioner** intervention.

## Bullying stops



**Year Advisers** support the student(s) - monitor any ongoing/reoccurrences of bullying behaviour towards victim by bully or associates.



**School Counsellor** support the victim(s) of bullying behaviour and counsel bully/associates to prevent further occurrences of bullying.



# Cyber Bullying



Online bullying occurs or is reported at school to CT/LaST/SLSO/SASS.



**Deputy Principal intervention – investigation of incident.**

Bullies are from SJPHS – Discipline procedures – **Level 1 Behaviour Card** – detention – notify parents via phone and letter. Potential suspension from school.

Bullies are not from SJPHS – Deputy Principal to investigate.

Potential notification to Police/Office of the e-Safety Commissioner.



## Bullying continues or escalates



**Deputy Principal** makes a formal report to Police and Office of the e-Safety Commissioner.

Notify Principal of all actions.



**Intervention by Police and Office of the e-Safety Commissioner.**

## Bullying stops



**Year Advisers** support the student(s) - monitor any ongoing/reoccurrences of bullying behaviour towards victim by bully or associates.



**School Counsellor** support the victim(s) of bullying behaviour and counsel bully/associates to prevent further occurrences of bullying.



# How to Deal with Bullying



## STUDENT (Target)

Use the strategies taught at school - ignore; walk away; name the behaviour - "stop, you are bullying me"

### TELL SOMEONE

A Teacher, Student Support Officer, Year Adviser, Head Teacher, Deputy Principal, Principal or your parents/caregivers

### UPSTANDER

Use strategies taught at school - help the target by intervening; getting teacher support; name the behaviour - "Stop, you are bullying"; support the target of the bullying

Report the incident to a Teacher, Student Support Officer, Year Adviser, Deputy Principal, Principal or your Parent/Caregiver

### TELL SOMEONE

## ALL STAFF

Listen to the student  
Support the student to be immediately safe and complete an Incident Report

Investigate the incident. Support the student to complete an Incident Report.

Record details on Sentral - make Notification to Year Advisers; Head Teacher and/or Deputy Principal

If the incident cannot be resolved or is repeated refer to the Head Teacher, Deputy Principal or Principal

School processes to be followed

## PARENT/CAREGIVER

Encourage your child to report any incidents of bullying as soon as possible

**DO NOT** encourage your child to retaliate in any way (either in person or on cyber)

**DO** encourage your child to follow the school's procedures

Contact the school to ensure that relevant staff are aware of the issue.

If cyberbullying is involved, copy and keep the posts as evidence.

Keep an open mind - remember you are hearing one side of the story.

**DO NOT** directly approach any student or family member in person or online as a response to the bullying