Process for Responding to Bullying at St Martin's

When a bullying incident is reported or observed the following steps will be taken. This process may be accelerated according to student age and the seriousness of the incident.

Potential Bullying is Reported By victim, bystander, parent or other,
to the classroom teacher **OR** placed

2. Classroom teacher determines whether the report initially meets the guidelines and completes a Bullying Report. (Appendix 1) Guidelines:

Has the child been hurt or harmed?

Is there a power imbalance?

3. Classroom teacher reports the potential bullying to their assigned administration member: Principal, AP, or APRE.

Leadership Team Member will:

- investigate students' files
- speak to relevant staff e.g. class teacher, Guidance Counsellor, Support Teacher etc.
- follow the **Method of Shared Concern** (Appendix 2) using a "We Can Work It Out" approach.
- record details in the Incident Register.
- inform parents if bullying has occurred. If not bullying...
- continue to monitor the situation, continue to pr
 - 4. If bullying continues OR leadership team member feels a student requires extra

NOT BULLYING- Support students via appropriate teaching and the Positive Behaviour Support Policy and Guidelines.

- 3a) Note: If behaviour is violent OR criminal, leadership members will proceed in consultation with one or more of the following:
 - BCE Area Supervisor,
 - BCE Solicitors,
 - BCE Student Protection Consultants,
 - Outside agencies such as but not limited to The

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5. Relevant staff and Principal meet with parents of student/s exhibiting bullying behaviour. Together determine goals and consequences in line with the Brisbane Catholic Education Positive Behaviour Support Policy via a school based *Individualised Behaviour Plan*.

Relevant staff, parents, student/s review progress and goals at agreed intervals.

5. Relevant staff and Principal meet with parents of the <u>student/s victimised</u>. Strategies for empowerment and resilience formed and set goals in line with the Brisbane Catholic Education Process "What If I have a concern about a learner?" via a school based *Action Plan*.

Relevant staff, parents, student/s review progress and goals at agreed intervals.