

## STUDENT BULLYING REPORTING AND RESPONSE PROCEDURE

Document number	P67.01	Version	1.00
Parent policy	Student Bullying Policy		
Date of last review	Dec-2018	Date of next review	05-Dec-2021
Responsible Manager	School Principal		
Approving authority	Leadership Team	Approval date	05-Dec-2018
<i>Jodie Manson</i>	<i>Corporate Services Manager</i>	<i>Jodie Manson</i>	
Name	Position	Signature	
<i>Shaun Ziegenfusz</i>	<i>Manager, Research &amp; Advocacy</i>	<i>Shaun Ziegenfusz</i>	
Name	Position	Signature	

### 1. PURPOSE

- 1.1. The purpose of this procedure is to detail how to report incidents of student bullying and how to respond to such reports.

### 2. SCOPE

- 2.1. All students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements are responsible for complying with this Procedure.

### 3. DEFINITIONS

- 3.1. **Parent** – parent, guardian or caregiver of a student at The Glenleighden School.
- 3.2. **Bullying** – a systematic and repeated abuse of power. In general bullying may be defined as:
- 3.2.1. dominating or hurting someone;
  - 3.2.2. unfair action by the perpetrator(s) and an imbalance of power; and/or
  - 3.2.3. a lack of adequate defence by the target and feelings of oppression and humiliation.

It can occur at any age, across cultures, genders and socioeconomic groups. It can happen in the playground, toilet areas, to and from school or in the classroom.

Speech & Language Development Australia's (SALDA) Student Bullying Policy provides additional information about the various types of bullying.

## 4. REFERENCES

- 4.1. Student Bullying Policy
- 4.2. Positive Behaviour Policy

## 5. PROCEDURE

- 5.1. **Overview.** Bullying will often continue when those responsible think they can escape detection and avoid consequences. It is therefore important that incidents of bullying be reported and responded to in an appropriate and timely manner.
- 5.2. **Reporting.** How to report incidents of student bullying:
  - 5.2.1. **Students.** Students can make a report verbally to any member of school staff; including teachers, therapists, administration staff and the School Principal.
  - 5.2.2. **Parents.** Parents are encouraged to report allegations of bullying to their child's teacher, therapists or to the School Principal via a phone call or face-to-face meeting.
  - 5.2.3. **Staff.** All staff have an obligation to be vigilant in regard to incidents that are potentially bullying and to immediately report suspected cases of bullying to the School Principal.
- 5.3. **Managing reports.** SALDA considers bullying a serious matter. All reports of bullying will be investigated and acted upon accordingly. Staff will engage in the following procedures when dealing with a report of bullying:
  - 5.3.1. A staff member who receives a report of bullying will refer the allegation to the School Principal immediately and complete a Behaviour Incident Report within 24 hours of receiving the report of bullying.
  - 5.3.2. An investigation into the allegation will be conducted by the School Principal or delegate/s. The investigation will assess the power, frequency and intent to harm, interviewing both the alleged victim and the alleged perpetrator(s). The investigation will determine if the negative behaviour is bullying or a single incident.
  - 5.3.3. Investigation notes, including conclusions and consequences, will be recorded in the relevant students' files by the School Principal or delegate/s.
- 5.4. **Consequences.** In all cases disciplinary action will be applied fairly, proportionately and consistently. Each situation will be dealt with on a case by case basis without favour. If the incident is found to be bullying, appropriate consequences will be determined for the perpetrator(s).
  - 5.4.1. **Consequences for bullying behaviour.** Consequences may include but are not limited to:
    - 5.4.1.1. Counselling for some or all involved.
    - 5.4.1.2. Conflict resolution strategies, including meetings.
    - 5.4.1.3. Restorative justice conferences.
    - 5.4.1.4. Traditional disciplinary action, such as: suspensions; withdrawal from school activities; cancellation of enrolment.
    - 5.4.1.5. Referral to Queensland Police, if appropriate.

- 5.4.2. **Consequences for single incidents.** In cases where the incident is found to be single in nature, appropriate consequences will be determined in accordance with the Positive Behaviour Policy.
- 5.5. Regardless of the background of the student(s) concerned, the focus of disciplinary action for both bullying and single incidents will be to educate and impress on the perpetrator(s) that their behaviour is unacceptable; to deter them from repeating the behaviour; and to signal to other students that the behaviour is unacceptable.
- 5.6. **Communication.** Parents will be informed of the outcome of an investigation either through a phone call or face-to-face meeting.

## 6. RECORDS

- 6.1. All reports and investigation notes, including conclusions and consequences, are to be recorded in the relevant students' files.

## 7. REVIEW

- 7.1. This procedure is due to be reviewed three years from the date of approval.