



Bullying and Harassment Procedure Flowchart

At Elizabeth Park Schools students have the right to feel and be safe

Steps to resolve Bullying and Harassment

1. Student Management

- Students that receive **Visual** and **Verbal** bullying/harassment are to follow the '5 choice' grievance procedure:
 - * **Ignore**
 - * **Tell them to stop**
 - * **Move/Walk away**
 - * **Let it go**
 - * **Fill out Bullying/Harassment Incident Form**
- If a student is bullied/harassed visually or verbally by a particular student on **three** separate occasions it becomes defined as harmful and step 2 is actioned.

Action Taken:

- Action as required.
- Parent/Caregiver notified as per SBM Procedures.



2. Class Teacher Management

- Students that receive harmful **Physical, Sexual** and **Racial** bullying/harassment are to **report the issue immediately** to their teacher.
- Students that are bullied/harassed **visually** or **verbally** by a particular student on **three** separate occasions are to report immediately to their teacher.
- A **bystander** that witnesses any **Physical, Sexual** and **Racial** bullying/harassment are to **report the issue immediately** to their teacher.

Action Taken:

- Class teacher supports students involved to resolve harassment/bullying.
- Negotiated behaviour change and consequences if appropriate.
- Continue to review and monitor.
- Parent/Caregiver notified as per SMB procedures.



3. Leadership Management

- Students that continue to receive harmful **Physical, Sexual** and **Racial** bullying/harassment is required to be reported by **teacher immediately** to Leadership.
- Students that are continually bullied/harassed **visually** or **verbally** by a particular student needs to be reported by the teacher immediately to Leadership.
- A teacher must report a **bystander** to Leadership when they have reason to suspect they are withholding/know information in relation to harmful bullying/harassment of another student.

Action Taken:

- Leadership supports students involved to resolve harassment/bullying.
- Negotiated behaviour change and consequences if appropriate.
- Continue to review and monitor.

No Change in behaviour:

- SBM consequences are put in place
- Parent/Caregivers are involved
- IBS involvement

Bullying incident form goes to leadership? It will skip step 2!!

Do parents need to be notified as soon as it reaches leadership step 3 level?

Maybe in office could be a parent incident form– parent forum to voice concerns. The other incident form monitored in class. Otherwise double dipping.