



**Bullying incident is reported or witnessed.**

The teacher asks:  
Does the incident involve:  
- Repeated teasing or aggressive words or actions?  
- Which are unprovoked?  
- Intended to hurt, harm or frighten?

**YES  
DOCUMENT**

**NO  
DOCUMENT**

The Immediate Teacher is to discuss the concern with the student. Is it a conflict, learning, welfare, resilient or discipline issue.  
**DOCUMENT**

Low level Bullying  
- Victim is not typically teased or harassed.  
- The bully is not a repeat offender  
- Bullying behaviour appears less harmful.  
**DOCUMENT**

High Level Bullying  
- Victim is often harassed  
- Bully often engages in such behaviour.  
- Bullying behaviour is causing distress/harm  
- In- tense cyber-bullying.  
**DOCUMENT**

Refer to appropriate coordinator needed.  
**DOCUMENT**

Immediate Teacher handles the incident. The teacher:  
- Identifies the behaviour with the bully.  
- Warns the bully about further actions  
- Supports the victim  
**DOCUMENT**

Immediate teacher is to:  
- Document the report  
- Refer the victim and bully to the relevant coordinator, PCC or AP.  
**DOCUMENT**

Consequences will include either or all of the following:  
- Note in diary  
- Detention  
- Mediation  
  
NB teacher will make contact with the family  
**DOCUMENT**

ACTION FOR THE BULLY  
- Distance any contact with the victim  
- Statements  
- Profile  
- Support and counselling.  
- Strategies for improving behaviour.  
- Mediation/shared concern  
- Pending the outcome of the investigation, appropriate consequences will be given.  
- Maintain contact with the family as necessary  
**DOCUMENT**

ACTION FOR THE VICTIM  
- Distance any contact with the bully.  
- Statements.  
- Offer support and counselling.  
- Strategies for building confidence and resilience. Strengthen the target.  
- Provide a safe network support system.  
- Mediation/shared concern.  
- Maintain contact with the family as necessary.  
**DOCUMENT**

INFORMATION SHOULD BE DOCUMENTED AT ALL POINTS OF CONTACT.  
  
BULLYING INCIDENTS WILL BE ADDRESSED IN A TIMELY AND APPROPRIATE MANNER, WITHIN A WEEK.

FOLLOW UP ACTIONS  
After a short period of time the PC Teacher, Class Teacher or Relevant Coordinator will contact the Bully/victim and or their families to gather information about how the student is doing.  
**DOCUMENT**