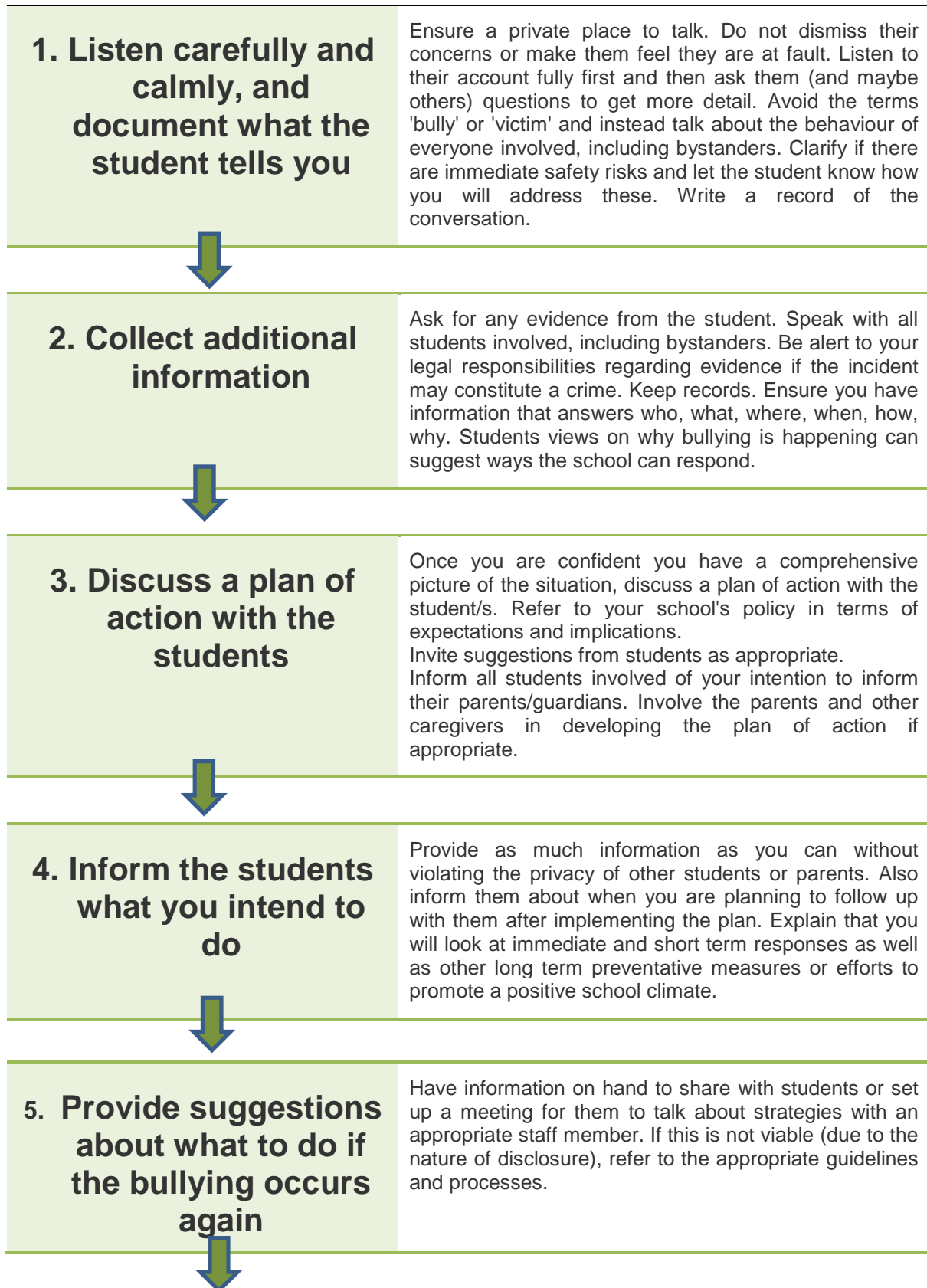


## School response flow chart: student bullying



# BULLYING. NO WAY!

SAFE AUSTRALIAN SCHOOLS.  
TOGETHER.

## 6. Set a date for follow up review/s

Bullying can require a sustained effort to prevent, particularly if situations are long standing. Reviews are critical to check in with students, and to ensure the school's efforts have not caused other problems or merely created a problem elsewhere.



## 7. Record the incident in school's data management system



## 8. Notify appropriate personnel

Refer the matter to the responsible officer: year Coordinator, Deputy Principal, school psychologist, counsellor or Guidance Officer as per the school's process or behaviour plan.



## 9. Contact the parent/guardian about the incident and the plan of action

If parents/guardians have not yet been involved in the process of planning the course of action (Step 3), advise them of the incident and the resulting course of action, including referring to the school's policy and guidelines.

Refer parents to the responsible officer for further consultation if required.



## 10. Follow up with students over the next several weeks and months

It is essential to be alert to ongoing bullying, particularly the possibility that the bullying can 'reappear' in another form some time later.

**NOTES:** Principals should ensure that all staff are aware of the procedures to follow when responding to incidents of student bullying, and that these are regularly reviewed and updated if necessary. Training for staff and the support of the school principal for teachers in dealing with bullying incidents improves staff capacity and readiness to respond well.

In the first instance, schools should consult their jurisdiction's policy and guidelines for how to respond to reports of bullying. This response flow chart provides a general guide for those who do not have jurisdictional guidelines. Your school or jurisdictional procedure may vary from above.