Bullying Response Flowchart

The following flowchart explains the actions that Hawkesbury High School staff will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. The timeframes will vary depending on the professional judgment of staff who receive the bullying complaint and their assessment of immediate risk to student/s.

Listen

Bullying behaviour identified from direct observations or a student or parent report Classroom teacher or Stage Advisor will provide a safe, quiet space to talk and reassure the student that they will listen to them (as a mandatory reporter, if there are immediate concerns for the student's safety, staff will let the student know how these will be addressed).

Document

Stage Advisor or HT Wellbeing will:

- Ask the student to complete a Report of Bullying Behaviour form and for any examples they may have of the alleged bullying (e.g. hand written notes or screenshots)
- •Record the communication with the student in Sentral
- •Notify Deputy Principal of the incident
- Notify parent/s that the issue of concern is being investigated

Collect

Stage Advisor, HT Wellbeing or Deputy Principal will:

- •Gather additional information from other students, staff or family and review any previous reports for students involved in reported incident
- •Evaluate the information to determine if it meets the definition of bullying

Stage Advisor, HT Wellbeing or Deputy Principal will:

- •Make a time to meet with the student to discuss next steps
- •Ask the student what they believe will help address the situation and engage the student as part of the solution
- Provide the student and parent with information about student wellbeing support
- •Agree to a plan of action and timeline for the student, parent and school

Implement

Discuss

- •Document the plan of action in Sentral
- •Complete all actions agreed with student and parent within agreed timeframes
- •Monitor student and check in regularly on their wellbeing
- •Seek assistance from the Wellbeing Team if needed

Review

- •Meet with the student to review situation and discuss what has changed, improved or worsened
- •Explore other options for strengthening student wellbeing or safety
- •Report back to parent
- •Record outcomes in Sentral

Ongoing follow-up

- •Continue to check in with student on regular basis until concerns have been mitigated
- •Record notes of follow-up meetings in Sentral