

Cootamundra High School:

Managing Bullying (Staff)

Respect. Responsibility. Excellence.



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| 1. Tips for staff when managing a bullying situation | <ul style="list-style-type: none"> • Ensure a private place to talk. • Do not dismiss their concerns or make them feel they are at fault. • Listen to their account fully first and then ask them (and maybe others) questions to get more detail. • Avoid the terms 'bully' or 'victim' and instead talk about the behaviour of everyone involved, including bystanders. • Clarify if there are immediate safety risks and let the student know how you will address these. • Write a record of the conversation for future reference. |
| 2. Collect additional information | <ul style="list-style-type: none"> • Ask for any evidence from the student. • Speak with all students involved, including bystanders and staff member/s who may have been witness to the bullying. • Be alert to your legal responsibilities regarding evidence if the incident may constitute a crime. If the teacher has concerns about legal issues they need to refer this to the Principal and Deputy Principal immediately. • Ensure you have information that answers who, what, where, when, how and why. |
| 3. Discuss a plan of action with the students | <ul style="list-style-type: none"> • Once you are confident you have a comprehensive picture of the situation, discuss a plan of action with the student/s. This may include notifying other members of staff, referring to the school executive or a resolution meeting with all parties involved. • Inform all students involved of your intention to inform their parents/guardians. • Involve the parents and other caregivers when possible so that they are aware of what is occurring and how it will be managed. |
| 4. Inform the students what you intend to do | <ul style="list-style-type: none"> • Provide as much information as you can without violating the privacy of other students or parents. • Inform them about the plan of action to manage the situation. This may include immediate and short term responses as well as other long term preventative measures or efforts to promote a positive school climate. |

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| 5. Provide suggestions about what to do if the bullying occurs again | <ul style="list-style-type: none">• When possible, attempt to provide students with a range of strategies they can use to manage the situation. This can include things such as removing the bully from any form of social media if the bullying has been occurring via cyber platforms.• If this is not viable (due to the nature of disclosure), refer to the appropriate guidelines and processes. |
| 6. Set a date for follow up review/s | <ul style="list-style-type: none">• Bullying can require a sustained effort to prevent, particularly if situations are long standing.• Reviews/check ins are critical to ensure the school's efforts have not caused other problems or merely created a problem elsewhere. |
| 7. Record the incident in the school's data management system and notify appropriate staff members | <ul style="list-style-type: none">• Record the incident on Sentral under the appropriate headings and make sure that you have identified the student, any key information and other steps that you may have taken e.g. phone calls etc.• Depending on the seriousness of the situation staff may refer the matter to the another member of staff such as the Year Advisor, Deputy Principal, School Psychologist/counsellor or Boys/Girls Advisors. |
| 8. Contact the parent guardian about the incident and the plan of action | <ul style="list-style-type: none">• If parents/guardians have not yet been involved in the management of the issues make contact and advise them of the incident and the resulting course of action.• Record this conversation on Sentral. |

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