



Shire Christian School Anti Bullying Procedures

Purpose

The procedures outlined in this document are directly related to the Anti-Bullying policy. These procedures are designed to assist staff at Shire Christian School to effectively respond to allegations of students bullying other students. The ultimate objective of these procedures is to protect the alleged victim, change the perpetrator's behaviour and prevent bullying or other hurtful behaviour from recurring. So that these objectives can be achieved, it may be necessary for the procedures outlined in this document to be modified in individual cases.

Reporting alleged bullying

A report of bullying can be made by:

- The alleged victim(s).
- A bystander who observed the alleged bullying.
- A student, teacher, parent, another member of the school community or member of the public who has credible information about alleged bullying.

Allegations of bullying will usually be made to a teacher. Occasionally, however, other teaching or non-teaching staff will receive the report. In any case, the staff member should report the allegation as per the table below.

Where a teacher receives an allegation of bullying, he or she should use his or her professional judgment to determine whether the allegation is:

- Trivial and not fitting the definition of bullying. In such instances, the teacher should make his or her professional judgement as to whether to manage the matter him/herself or report the matter as per the table below.
- Significant mistreatment, but not fitting the definition of bullying because the mistreatment has not been repeated and is not a misuse of power. In such an instance, the teacher can use his or her professional judgement as to whether to manage the issue themselves or report the matter as per the table below.
- Bullying, because the allegation involves significant mistreatment that has been repeated as per the definition in this policy. If this proves to be the case, the teacher concerned should make a diary note and report the matter to the appropriate teacher by referring to the table below.

Where a teacher observes a student being mistreated or bullied, or perceives that this might be occurring, he or she should use professional judgment using the same steps as they would if alleged bullying is reported to them. Where a teacher perceives that a student is possibly the victim of mistreatment or bullying, should take steps to determine what, if any, action should be taken in relation to this perception.

Year group of alleged victim	Report to:	If unavailable, report to:
Shire Prep	A Shire Prep teacher	Head of Junior School
Kindergarten to Year 6	The relevant Stage Coordinator	
Years 7-12	The relevant Year Coordinator	Head of Secondary School

If the report is made in writing (i.e. hard copy note or email), the person reporting the allegation should check to confirm that the report has been received.

Investigating allegations of bullying

The school is committed to procedural fairness and therefore will seek to apply the following procedures. The investigator may vary these procedures in order to protect and support the victim or other parties involved in issues surrounding the alleged bullying.

The investigator will be one of the staff mentioned in the above table. The Principal may delegate the responsibility of investigating alleged bullying to someone other than the staff mentioned in the table. The relevant Head of School will be expected to support the investigator, or carry out the investigation themselves if the investigator does not have the time or skills to carry out the investigation.

1. Create a confidential written record of the alleged bullying, including:
 - The date the allegation was reported to the investigator.
 - The name(s) of those who may have some connection with the alleged bullying (referred to as *interested parties*). They include:
 - The alleged victim(s).
 - The alleged perpetrator(s).
 - The names of any bystanders/witnesses.
 - The person/people who reported the alleged bullying.
 - The dates, or approximate dates, the alleged bullying occurred.

2. Speak with interested parties, including the alleged victim(s), alleged perpetrator(s) and possible bystander(s). Either the investigator or an interested party should write a written record of what allegedly happened, including approximate dates and times. These, and all other records made in relation to the investigation, should be confidential and only revealed to staff who are directly involved in the investigation or support of students involved. The investigator(s) should seek to carry out the investigation in a way that will elicit truthful responses from interested parties.

3. Determine whether parents/caregivers of interested parties should be informed prior to the conclusion of the investigation. If so, the investigator should make contact with the parents or caregivers.

4. Determine whether action needs to be taken to protect the alleged victim prior to the conclusion of the investigation. If so, the investigator should take what action they believe to be appropriate in the circumstances. This action could include involving other staff with responsibility for student welfare.

5. The investigator should then determine whether it is likely that the allegations are true and meet the definition of bullying in the school's Anti-Bullying Policy. The investigator should make a written record of his or her finding.

6. The investigator may make recommendations to the relevant Head of School in relation to the welfare or discipline of one or more students who:

- have been found to have been the victim of bullying.
- have been found to be mistreated in a way that does not meet the definition of bullying.
- are claiming to have been mistreated or bullied but these claims have not yet been, or cannot be, verified.
- claim to have been mistreated or bullied, but have misunderstood the situation.
- make false claims of being mistreated or bullied.
- are perpetrators, or alleged perpetrators, of bullying or mistreatment.
- are bystanders of bullying.

7. The investigator should record specific consequences or actions taken in relation to any of the people mentioned in point 6. Where students are found to have either bullied or mistreated other students, a record must be generated. This record must provide some information about what happened and the consequences. If the behaviour was determined to be bullying, this must be expressly stated.

Consequences

There will be consequences for students who are found to have bullied another student. The possible consequences include, although are not limited to, reconciliation between victim and perpetrator, detention, suspension or expulsion from school. The nature of the consequence will be dependent on factors such as:

- Protecting the victim(s).
- The circumstances surrounding the bullying behaviour.
- The circumstances of the perpetrator and the victim.
- The capacity of the school to effectively implement the consequence.
- Whether the perpetrator can change his or her behaviour at the school, in which case, the consequence(s) will seek to change the perpetrator's behaviour.

The Head of Junior School or Head of Secondary School will determine these consequences in consultation with the Principal. The parents of the perpetrator will be informed of the consequences for their child. The consequences for perpetrators will not be revealed to third parties e.g. the parents of the victim.