



Burke Ward Public School

School Response: Student Bullying Concerns

Students can report a bullying concern via verbal to a trusted teacher, written using the bullying concern slips (classrooms) or parents/caregivers contacting school staff.

Step 1:
Listen carefully and calmly.



Step 2:
Document what the student tells you.



Step 3:
Collect additional information



Step 4:
Meet with the students involved (individually)



Step 5:
***Contact Parents/Caregivers
Script Available***



Step 6:
Follow up with students and monitor

Ensure a private place to talk. Inform student that you be asking them some questions and taking some notes. Do not dismiss their concerns or make them feel they are at fault.

Listen to their account fully first and then ask them:

- Did you tell them to stop the behaviour?
- Did you ignore the behaviour? If yes, what did you?
- Have you previously reported the incident? If yes, to whom and when?
- Who have been the upstanders supporting you?
- Do you need help? Yes, how can I help?

Write a record of the conversation under Sentral. Notify Classroom Teacher.

Bullying Reports

These questions are basic guidelines, please adapt for student needs.

Speak with all students involved, including upstanders. Ensure you have information that answers who, what, where, when, how, why.

When meeting with students involved in the incident, discuss the following:

- *Burke Ward Public School Expectations
- *Provide suggestions of what students can do if the bullying behaviours are displayed again.
- *Inform students and develop a plan together of where to next and how to mediate future concerns.

Make contact with the parents/caregivers of the victim and the student displaying bullying behaviours. Without violating the privacy of other students, advise them of the incident and the resulting course of action, including referring to the Department of Education policies.

Record parent/caregiver contact in Sentral.

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

Sentral notifications sent to Classroom Teacher, Assistant Principal and Learning and Support when student involved in five (5) bullying concerns.



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Script for Contacting Parents/Caregivers

Each contact will be different based on the circumstances and situation. Teachers are advised to contact victims, perpetrator and/or witness parents/caregivers, as soon as possible. Teachers are encouraged to ask their Assistant Principal for support if needed.

Step One: Introduce yourself:

Hi, my name is (YOUR NAME) calling from Burke Ward Public School regarding your child (CHILD NAME)

Step Two: Discuss incident that has occurred:

I am calling to let you know that (CHILD NAME), was involved in an incident today (give details of incident eg. they have pushed another child in the playground).

Step Three: Inform follow up actions:

I have investigated the incident by speaking with (CHILD NAME), the child they pushed and the children that saw what happened. (explain how you have investigated eg- interviewed students).

Step Four: Provide information about how school will support:

At school, I have had a re-teach lesson with (CHILD NAME), about how school expectations and how we keep our hands and feet to ourselves. During this we re-teach we discussed possible options that he could take to communicate his needs eg. Walking away, seeking a teachers support.

***If incidents like this continue to occur we can refer (CHILD NAME), to the Learning and Support team where we can get more specialised support.*

Step Five: Discuss Home Environment:

Has (CHILD NAME), mentioned anything to you about any concerns at school? Have you noticed a change in (CHILD NAME), behaviour at home or has anything changed in the home environment?

If this happens at home, what strategies do you use at home?

Step Six: Discuss Ways Parents/Caregivers can support:

Parents/Caregivers may ask how they can support their child at home. Provide possible strategies

*How Parents Can Respond to [Bullying Concerns](#)

Step Seven: Provide Details of Follow Up:

I will continue to monitor this incident with (CHILD NAME), and I can call you early next week and provide an update.

OR

Would you like to come in for a meeting to discuss this further?

Step Eight: Enter Details in SENTRAL:

Staff member to enter details on contact with parent/caregiver in Sentral under Wellbeing> Data Record

Data Record

Parent/carer contact - teacher

Note: If the parent/Caregiver becomes heightened or upset you may need to end the call by:

**I can hear you're upset at the moment, is there anything I can do to help? Or can we schedule a meeting to help support you and your child.*