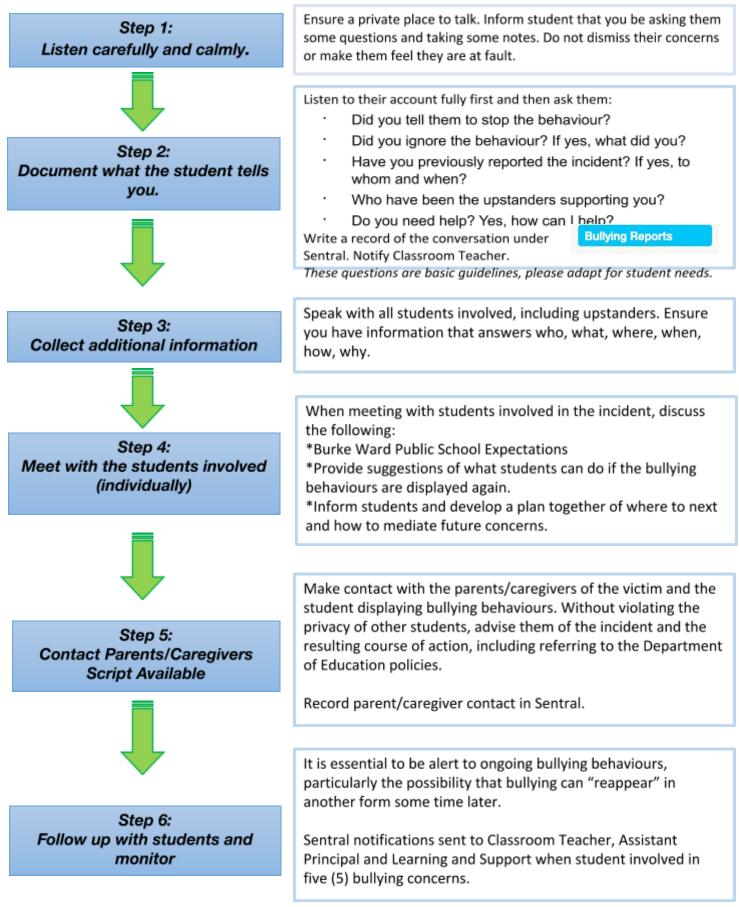


Burke Ward Public School School Response: Student Bullying Concerns

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.





Burke Ward Public School 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 occured:

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 <u>Bullying Concerns</u>

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



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.