

Bully Reporting Procedure

Rationale: To ensure a consistent and transparent approach to addressing and documenting incidents of bullying within the school community.

Aim: To outline a clear and structured procedure for reporting and responding to incidents of bullying. To provide staff with the necessary steps to ensure incidents are properly documented, relevant personnel are notified, and appropriate follow-up actions are taken to resolve the issue.

Procedures:

1. Student fills out the paper form identifying the details of the Bullying incident.
2. The teacher who receives the Bully Incident form must put the incident in Compass-under student bullying report.
3. **Always notify the Year Advisor** when completing the compass student bullying report.
4. If you are the teacher that has received the paper form, take it to the front office. The office staff will scan it and attach it-write incident number on the form.
5. The Year Adviser receives the notification and will then follow up on the report
6. Year Advisor would fill in compass entry to say what they have done- Deputy Principal notified automatically.
7. Year Adviser and Deputy will decide action and notify staff member who originally received the paper bullying form.