# Procedure for Addressing Bullying and Harassment at St Columba College



#### Student Responsibilities

If a student feels bullied or witnesses bullying

- If safe, ignore the behaviour
- If comfortable, tell those harming them to stop the behaviour

Continue to monitor & review

#### **Staff Responsibilities**

If a staff member witnesses or is made aware of incidents of bullying

## Report behaviour to a teacher

#### Non-Teaching Staff:

- Listen, document and support
- Refer incident to Kinship Tutor/Classroom Teacher
- Complete SEQTA notification informing key wellbeing contacts (KT, CT, HL, AHoJS, HoS)

#### **Teaching Staff:**

- Listen, document and support
- Contacts parents of all parents involved
- Mentor reportee with strategies to respond to concerns and/or
- Facilitate restorative conferencing between all parties with the support of House Leader
- Formalise a restorative agreement around respectful relationships and support structures to aid in relationship change
- Set a date for a formal review
- Ensure all parties are aware of whom to contact at the College for futher support
- SEQTA notification

Continue to monitor & review

#### Report to House Leader / Assistant Head of Junior School

- Further mediation and restorative conferencing involving parents
- Set a formal date for a formal review
- Ensure all parties are aware of whom to contact at the College for futher support
- Formal restorative agreement and support structure including counselling put in place
- Apply consequences, depending on the severity of the situation, outside of the restorative conference
- SEQTA notification

Continue to monitor & review

# Report to Member of Leadership

- Further mediation and restorative conferencing involving parents
- A formal restorative conference may take place depending on the severity of the situation
- Formal restorative agreement and support structure including counselling put in place
- Apply consequences, depending on the severity of the situation, outside of the restorative conference
- Review enrolment
- SEQTA notification

Continue to monitor & review

# If bullying continues: Outside Agencies involved, e.g:

- Catholic Education
- · SAPOL
- Department of Child Protection

### **School Responsibilities**

- Monitor policy & procedures
- Incorporate teaching and learning programs to develop students' understanding of bullying; ways to communicate bullying concerns; social assertiveness, and coping skills
- Conduct annual Bullying & Harassment audit

### Parent Responsibilities

- Encourage and support your child to report bullying
  - Contact the College if support is required

## **Student Reporting Process**



