



# BULLYING REPORTING PROCESS

- Student uses **STOP** and **WALK** strategies
- Student reports bullying incident to form teacher



- Student completes Bullying Incident (BI) form
- Form teacher supports student to complete BI form
- If form teacher unavailable, student is supported by other teaching/school staff



A form titled 'Bullying Incident Form' with various sections for reporting an incident, including fields for student details, incident description, and staff involvement.



- Form teacher/staff member submits BI form immediately to Year Level Coordinator (**TALK**)



## YEAR LEVEL COORDINATOR ACTION – FIRST INCIDENT

- YLC **talks** to the student who submitted BI form
- YLC **talks** to student/s **who have been reported** on the BI form
- Student/s reported complete Incident Report (IR) form
- YLC actions the incident
- IR and BI filed in student file
- YLC records IR and BI incident details on One School
- YLC contacts parent/guardian of students (optional at this stage)



A form titled 'Incident Report Form' with sections for reporting an incident, including fields for student details, incident description, and staff involvement.



### REPEATED INCIDENT WITH SAME STUDENT/S

- First incident process followed initially, then:
  - Year level HOD notified - work together to action the incident.
  - Restorative practice compulsory.
  - Parent contact is compulsory for all students involved.
  - Third or subsequent incident – Year level Deputy Principal notified and a referral to Guidance Officer and Support Services team made – parent contact required.
  - All incidents - One School record of contact, incident details and any consequence applied.

### SUBSEQUENT INCIDENT WITH DIFFERENT STUDENT/S

- First incident process followed initially, then:
  - Year level HOD notified of second reported incident.
  - Parent contact optional after second reported incident.
  - Third incident - Year level HOD and YLC work together to action the incident.
  - Third or subsequent incident – Year level Deputy Principal notified by YLC and YLHOD and a referral to Guidance Officer and Support Services team made – parent contact required.
  - All incidents - One School record of contact, incident details and any consequence applied.



# Bullying Incident Form

Date:	Form Class:
Your First Name:	Your Last Name:
Student being reported:	
Witnesses of incident:	

 Was STOP used? <input type="checkbox"/> Yes <input type="checkbox"/> No	 Was WALK used? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Provide details of what you did to STOP the situation and WALK away from it

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	What happened? (Record details of incident)
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**ACTIONED BY:**

Staff Name:			
Outcome:			
One School Entry Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<u>If no why:</u>
Parent Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<u>If no why:</u>



Bowen State High School

# Incident Report Form

Date:	Your Form Class:
Your First Name:	Your Last Name:
Other Student (s) Involved or witnesses:	
Where did incident occur?	What teacher/staff saw the incident?
What time did the incident occur?	


BEHAVIOUR HOD ONLY

Your Name:			
Outcome:			
One School Entry Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<u>If no why:</u>
Parent Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<u>If no why:</u>

