



# Saint Ignatius College

## **Bullying, Harassment & Discrimination Procedures (Students)**

**Discipline procedures to follow once a bullying, harassment or discrimination incident has been reported by a staff member, or a student, or a member of our school community.**

1. The staff member who was initially involved should document the incident on an official report form kept in the staff administration file.
2. The complaint should be thoroughly investigated and all details of the investigation filled in on the Incident Report Form.
3. The teacher making the report is responsible to brief the Home Room Teacher and hand over copies of the Incident Report Form to:
  - The Home Room Teacher
  - Year Level Coordinator (YLC)
4. Copies of the report need to be placed in the student file.
5. On the report form the reporting teacher will indicate a recommendation for follow-up action, eg. detention, parent interview etc. The Home Room Teacher in conjunction with YLC will take necessary action if a detention, parent interview or suspension is required.
  - 5.1 If a diary note and warning is given, the reporting teacher should make the diary entry.
  - 5.2 If a decision is made that the situation is not a one-sided bullying incident but one where there is reciprocal bullying and equal power between the parties, then the YLC should be contacted to arrange a Mediation session.
6. If a detention is given to the student who has been bullying then during the detention time she/he must complete an assignment based on accountability and empathy for the victim. Assignments are provided in the staff administration file next to the incident report forms.
7. If deemed necessary counselling will be arranged. If an option other than the school-based counsellors and staff is required, the Student Wellbeing Officer can assist with contacting relevant counselling personnel.
  - 7.1 Counselling may be provided by one or several of the following:
    - School-based welfare personnel
    - YLC
    - External Organisation (Contacted through a Student Wellbeing Officer)
8. If repeated or serious harassment has occurred then counselling will be offered to the student who has been bullied.

Related policies:

1. Student Wellbeing Policy



## STUDENT BULLYING AND HARASSMENT INCIDENT REPORT

REPORTING TEACHER: \_\_\_\_\_

STUDENT MAKING THE COMPLAINT (if applicable): \_\_\_\_\_

CLASS: \_\_\_\_\_

DATE: \_\_\_\_\_

OTHER STUDENTS INVOLVED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF THE INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOLLOW UP ACTION TO BE TAKEN:

- No further action to be taken
- Mediation (Date \_\_\_\_\_)
- Suspension from school
- Parent interviews
- After School Detention
- Lunchtime Detention
- Note in diary and warning
- Other action

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COPIES TO: HRT \_\_\_\_\_ YLC \_\_\_\_\_ DP \_\_\_\_\_ FILES \_\_\_\_\_