

## **GUIDELINES FOR HANDLING BULLYING**

1. In spite of having a no tolerance of bullying policy, we need to acknowledge that bullying does happen.
2. Bullying can be physical, verbal, and emotional; it is deliberate, hurtful and repeated. One off incidents do not constitute bullying.
3. Bullying is unacceptable in any circumstances and needs to be dealt with swiftly and emphatically.
4. It is important when dealing with bullying, for staff to ensure they have fully investigated and have all the facts before proceeding.
5. The welfare of the victim is paramount. The victim should feel confident that the bullying behaviour will not recur.
6. Depending on the severity of the bullying, several options are available:
  - Up here for thinking – where the “bully” reflects his / her behaviour and makes restoration to the victim.
  - The bullying is referred to the Principal / Deputy Principal to take further action.
  - In cases of serious bullying the parents of both students would be involved.
  - The incident would be documented in the pastoral care section of Classroom Manager.
  - The bully may be restricted in the playground.
  - A continuation of the bullying is likely to result in stand down, and in most severe cases suspension.
  - An after school detention on a Friday is an option for Year 7 & 8 students. Parents are always notified if this is to happen.
  - Students who are the victims of bullying or who observe bullying are encouraged to report it as soon as possible.
  - The school also encourages the reporting of bullying through assemblies, classroom programmes, the web site and newsletters.