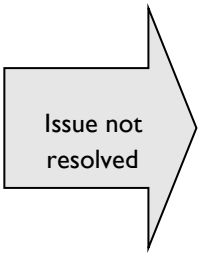


BULLYING AND HARASSMENT STUDENT GRIEVANCE PROCEDURES

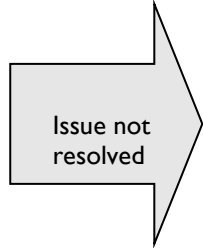
STEP 1
What can I do?
I can:

- Ignore it
- Show it doesn't upset me



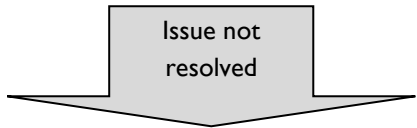
STEP 2
What can I do?
I can:

- Ask them to stop, and/or
- Tell them how I feel, and/or
- Tell them that the behaviour is unwanted and unacceptable
- Seek help from someone I



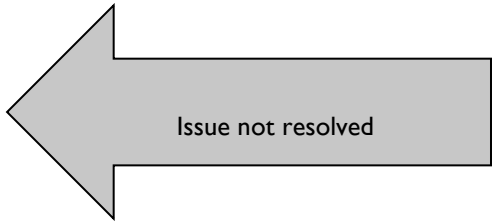
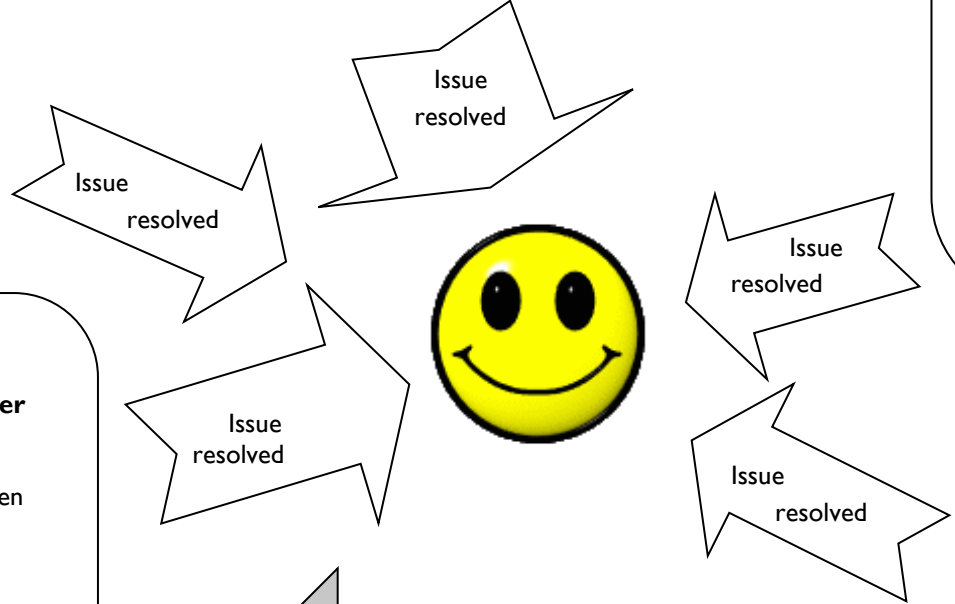
STEP 3
Go to a teacher, counsellor, parent / caregiver or other trusted adult and talk openly about the problem.
The school will:

1. Find out what has been happening, and write down the details.
2. Record the confirmed details on computer, including any action taken.
3. Make a plan with you to deal with the issues. Some things which might be in the plan are:
 - Telling the harasser to stop
 - Reporting the issue to parents
 - Counselling
 - Mediation conference
 - Working out safe ways to report issues.
4. Take disciplinary action if appropriate.



STEP 4
This is not OK. Seek **further action** from your Year Level Manager or the Student Counsellor or the Deputy or Senior Leader.
They will

1. Repeat Step 3.
2. Arrange for a mediation conference, and
3. Advise student(s) and parents of the consequences if the harassment does not stop.



STEP 5
This is a big problem. **Go to the Principal, Deputy or Senior Leader for help.**
They will

1. Look at all the steps that have been taken so far.
2. Apply consequences which may include
 - Suspension
 - Exclusion
3. Record the details and actions taken.
4. Monitor the situation in the future.