Flowchart: responding to a student reporting bullying concerns

1. **Student reports an incident of bullying**

2. **Listen carefully and document the student’s account**
   *Don’t dismiss their concerns or make them feel they are at fault*

3. **Inform the student on what you intend to do in regards to the information and incident**

4. **Provide suggestions on what to do if the incident occurs again**
   *If this is not viable (due to nature of disclosure), refer to the appropriate guidelines and process*

5. **Record the incident/student contact in OneSchool**

6. **Notify appropriate personnel**

7. **Action or refer the incident to the responsible officer (Year Coordinator, Deputy Principal, Guidance Officer) as per the school’s process or Responsible Behaviour Plan**

8. **Contact the Parent/Guardian informing them of the incident and your course of action. Refer them to the responsible officer for further consultation if required**