



An action plan to support an anti-bullying response to a bullying incident should consider the following elements for inclusion:

- details specific to each situation or person
- addressing issues identified in the Investigation Form
- parent/carer involvement and agreement, signatures required
- outlining the role of key staff in monitoring, assisting and addressing the bullying clearly listed in the plan
- roles of supporting staff clearly outlined
- various support measures for victim listed (counselling, peer support, teacher contact, safe zones, etc.)
- monitoring mechanisms outlined
- sanctions and restrictions for the perpetrator(s) listed
- strategies for the instigator of the bullying incident listed (behaviour plan, assistance with empathy, counselling, family support, lunch restrictions, etc.)
- outlining the class teacher's supporting role
- first and second review points (actual date) indicated
- ongoing communication with parents/carers.

Approval and Review

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Approval Authority:	College Leadership Team
Delegated Responsibility:	Deputy Principal - Students
Policy Review:	October 2024