

5. Alleged Bullying Initial Action Tool

Bullying is a serious offense and is not acceptable in our school. All school employees are required to report alleged violations and every act of bullying will be duly investigated, and parents/carers informed.

Directions:

The Alleged Bullying Initial Action Tool is to be used when an alleged bullying incident is reported. This document is to be confidentially maintained in accordance with the National Catholic Education Commission And National Council Of Independent Schools' Associations Privacy Compliance Manual, December 2011. Upon completion, the Alleged Bullying Initial Action Tool is to be filed in the appropriate student records and the incident entered into the *electronic database*. Guidelines for Case Management and associated documents can also be found on the Managing Student Education and Pastoral Concerns (MSPEC) online tool.

School:

Investigating Teacher:

Name/ Homeroom of Students Involved:

Date/Time of Incident:

Is the incident life threatening or is the target a high-risk concern?

If Yes, immediately inform the Principal, and as appropriate:

Seek Medical Assistance	Inform Parent/carers	Contact the Police and/or School Liaison Police	Inform the Child Protection Helpline	Inform the Head of School Services/CEO
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Documentation of the incident is also required, using the school's database.

If the incident is not life threatening or the child is not a high-risk concern continue completing this document.

If additional sheets are necessary, print the appropriate sections and attach to this form.

Where did the incident occur?

Please circle:

On bus /transport	In playground	In classroom	Outside school	Other
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Who reported the alleged incident?

Please circle:

The alleged victim(s)	Other student(s)	Parent/Carer	Member of staff	Member of wider school community	Other
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Describe the incident:

Identify the nature of the alleged bullying incident:

Please circle:

Written eg graffiti, notes, letters, writing on books, written threats, ridicule through drawings etc.
Social eg lying, spreading rumours, playing a nasty joke, mimicking and deliberate exclusion etc.
Verbal eg name calling, insults, threats, severe sarcasm, abusive comments, racist remarks etc.
Physical eg pushing, shoving, fighting, tripping, hitting, poking, spitting etc.
Cyber eg using technology such as email, mobile phones, chat rooms, social networking sites etc to verbally, socially or psychologically bully.
Psychological bullying eg intimidation, manipulation and stalking.
Damage to Property eg theft of bags, clothes, money, property, tearing clothes, ripping books etc.
Accessory A person who is able to help the target, who joins the bullying either willingly or inadvertently.
Bystander Encouraging others to bully or deliberately witnessing bullying without taking affirmative action.

**Is there evidence of an imbalance of power in this incident through either:
Please circle:**

Academic ability	Age	Social status	Strength	Size	Other
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Is there evidence that this behaviour was deliberate or planned?

According to the alleged target has he/she experienced other or repeated incidences of bullying from the alleged perpetrator? (If yes, please give dates, who was involved, outcomes).

Does the alleged target fear for their safety or for their property?

Is there concern the alleged incident may have been influenced by any of the following? Please circle:

Race/culture	Disability	Gender	Socio-economic status	Other
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Is there any relevant background/history to this alleged incident?

What effect is the situation having on the alleged target's wellbeing including self-esteem, physical health, relationships with peers, ability to learn, absenteeism etc?



Were there any witnesses to this incident? (Identify Student Names and Homerooms)

Description of the incident, according to the witness:

Did this student play an active role in the incident?

**Indicate other investigative procedures carried out.
Please circle:**

Interviewed parents of alleged target(s) Date/time:	Interviewed parents of alleged perpetrator(s) Date/time:	Interviewed parents of witnesses/bystanders/accessories. Date/time:
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Annotations on Interview with Parents:

After investigation, was the allegation of bullying confirmed?
Yes / No

If 'No', please sign below and place a copy of this document into student(s) file and refer to school's Behaviour Management Policy, as required.

If 'Yes', please sign below, place copy of this document into student(s) file and refer incident to the Year Coordinator, Principal or Principal's delegate, with a copy of Guidelines for Case Management (MSPEC).

Signed: Date: