



Bullying Incident Response Pathway

Process for MACS schools

Whole-school Bullying Prevention Awareness

Ensure all members of school community are aware of the Bullying Prevention Policy (available on school's website), their roles and responsibilities and relevant documents required for responding to incidents of bullying.

Initial disclosure of bullying – First response

Staff member becomes aware of incident involving possible bullying.

Life threatening or risk of significant harm?

No

Yes

Establish a safe environment for all involved, call Emergency 000 if required.

Inform and investigate

Principal or delegate to:

- inform relevant people (teacher, wellbeing leader, etc.)
- collect statements – using MACS **Bullying Incident Recordkeeping and Investigation Tool** template
- ensure copies are stored and shared with relevant senior leadership members.

Inform relevant staff members for immediate follow-up accordingly. Move to next step when safety established.

Refer to Student Behaviour Policy

No

Is this bullying?

Yes

Case management

Adopt a **Bullying Incident Response Action Plan** agreed by principal and staff to support the target and provide education and guidance for the instigator. Involve students' parents/guardians/carers.

Monitor

Nominated staff member to monitor and report to principal as required.

Is case management effective?

Yes

Retain records of events. Continue to monitor at lower level.

No

Contact **MACS SWISS** for support (or relevant MACS personnel if already engaged). Modify plan, seek additional support and/or strategies or follow relevant escalation processes.

Policy information table

Approving authority	Director, Learning and Regional Services
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