**PROCEDURES FOR ADDRESSING BULLYING AND HARRASSMENT AT JCS**

**SCHOOL RESPONSIBILITIES**
- Negotiate Policy and Procedures
- Educate through Pastoral Care program and embedded curriculum
- Conduct Bully Audit twice a year

**Student Responsibilities**
- If a student feels bullied or witnesses bullying
  - Tell the bully to stop the behaviour

**Staff Responsibilities**
- If a staff member witnesses or is made aware of incidents of bullying
  - Report behaviour to a teacher
    - Non Teaching staff:
      - Listens and supports
      - Complete incident report
      - Refers incident to subject or Homegroup teacher
    - Teaching staff:
      - Listens
      - Find out background information
      - Attempts to resolve incident
      - Records details
      - Contacts both sets of parents (Adhesive label)
      - Completes incident report if necessary
      - Refer incident to Leadership member if necessary

**Member of Leadership**
- Finds out background
- Records details of incident
- Contacts parents (Adhesive label)
- Monitor situation
- Inform Homegroup teacher
- Restorative conference if appropriate

**Consequences of Continued Bullying:**
- Time Out, Think Tank
- Internal suspension
- External suspension
- Counselling
  (Refer to JCS SBM Code)

**PARENT RESPONSIBILITIES**
- Discuss the effects and consequences of bullying
- Encourage and support student to report bullying
- Contact the school if you are aware of any child being bullied

**Outside Agencies involved eg:**
- Regional Office
- DECD
- SAPOL
- Families SA