



Anti-bullying procedures at Telopea Park School

Further information on bullying, including the different types can be found at

https://www.telopea.act.edu.au/data/assets/pdf_file/0004/530374/Anti-Bullying_and_Anti-Harassment_Protocols.pdf.

If a student feels that they are being bullied by another student at the school, they should report it immediately. They can report by:

- Telling a teacher (primary)
- Telling their parents, and the parent emailing their teacher (primary) or student welfare (telopeastudentwelfare@ed.act.edu.au)
- Completing a report form in A3
- Completing a report form online at <https://forms.office.com/r/meHrPnxpa9>
- Emailing student.welfare@telopea.act.edu.au

Stages 2 onwards in this process can only be made possible by students, either the victim or witnesses, reporting the issue. They can report anonymously if they would like by using the online reporting portal above. If they do provide their name, it can be kept confidential if they would like.

Approach type	Stage	Description
Educative	Stage 1	Whole school programs teaching students about bullying, its forms, and its impacts. Topics can be directed by student feedback through the SRC (primary and secondary) or by contacting A3 directly (secondary).
	Stage 2	Safe And Supportive School Contact Officer (SASSCO), Executive teacher or Year Coordinator holds a formal meeting. All parties informed of this occurring. The victim can be named or remain anonymous dependant on their preference.
	Stage 3	Restorative meeting – can be held together or separately. Outlines the impact and the ramifications if they do not comply with instructions. Parents contacted and informed of behaviours and that they have been ongoing.
Action to maintain safety driven	Stage 4	Appropriate action to maintain safety placed immediately (once reported). Parents contacted.
	Stage 5	Referred to Principal for action to maintain safety, which may include (dependant on the circumstances); after school detention, removal of extracurricular activities (such as excursions, formal, graduation), internal suspension, suspension. Parents have formal meeting with school leadership. Creation of Positive Behaviour Support Plan (PBSP) if needed.

For further information about bullying please see the information below:

- https://www.telopea.act.edu.au/student_services/policies-students
- https://www.telopea.act.edu.au/data/assets/pdf_file/0004/530374/Anti-Bullying_and_Anti-Harassment_Protocols.pdf
- <https://sites.google.com/ed.act.edu.au/a3tps>
- <https://sites.google.com/ed.act.edu.au/a3tps/home/student-handbook> (students only)
- https://www.education.act.gov.au/support-for-our-students/feeling-safe-at-school/safe_supportive_schools
- https://www.education.act.gov.au/publications_and_policies/policies (under the Safe and Supportive Schools information)