

MACS Anti-bullying Policy Checklist



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS



THE SCHOOL BULLYING POLICY MUST:

Make a clear statement on the school's stance on bullying, harassment and violence and clarify the school's commitment to ensuring that physical and online environments promote student safety and wellbeing.

Define what constitutes bullying, harassment, discrimination, violence, cyber-bullying and sexual harassment and use language consistent with the Equal Opportunity legislation.

Provide information about the effects bullying has on individuals

Be reviewed annually and involve parents and students in the process

IN ACTIONS RESPONDING TO INCIDENTS, THE SCHOOL BULLYING POLICY SHOULD:

Allow for flexibility depending on the nature, severity and extent of bullying in light of natural justice principles

Inform parents/guardians/carers about serious incidents involving their child

Follow up victims and perpetrators

COMPLAINT HANDLING PROCESSES AND REPORTING MUST CONSIDER:

How bullying is reported

Who it is reported to and when it must be reported

Responsibilities of the principal, staff, students and parents

THE SCHOOL BULLYING POLICY SHOULD BE COMMUNICATED IN THE SCHOOL COMMUNITY BY:

Ensuring students/parents/guardians/carers/teachers/community receives a copy of the policy (and consider how, and when a copy is provided)

Making sure the policy is placed on the school's website and is communicated regularly (for instance in assembly)

RECORD POLICY IMPLEMENTATION BY:

Documenting processes and forms used such as action plans, reporting forms, bullying register, follow-up documentation forms, advice to parents/guardians/carers/students/staff

PREVENTION AND INTERVENTION:

Ensure all prevention, intervention and post-intervention strategies that are used are well documented

Document how bullying is addressed through the curriculum

TRAINING AND DEVELOPMENT:

Provide training and development to teachers, parents/guardians/carers and students (and decide who will provide this training and development, as well as how and when)

Consider when and how training and development will be updated
