



Bullying Incident Response Action Plan

Template for schools

When developing an action plan to respond to incidents of bullying behaviour, St Mary's Primary School aims to:

- be proportionate, consistent and responsive
- find a constructive solution for everyone
- stop the bullying and prevent it from happening again
- restore the relationships between those involved.

Upon completion, the document is to be retained in the appropriate student records and the incident recorded in the school's database or register.

Staff member completing plan	
Name/s of student/s involved	
Date of incident	
Time of incident	
Location of incident	

Considerations	Actions by school
Identify details specific to each situation or person	<i>(e.g. age, maturity, circumstances, etc. This may have already been outlined in the Investigation Tool)</i>
Address and respond to specific issues identified in the Investigation Tool	<i>(e.g. number of people involved, history of similar interactions, etc.)</i>
Parent/guardian/carer involvement and agreement	<i>(e.g. interview, meetings, etc. This should also include acknowledgement and/or signatures from parent/guardian/carer)</i>

Roles of key and support staff	<i>(e.g. names of staff involved in process and their responsibilities in monitoring, assisting and addressing bullying behaviour)</i>
Support measures for affected student/s (the target of the bullying behaviour and their peers)	<i>(e.g. counselling, peer support, teacher contact, safe zones, facilitation of mediation and/or restorative meetings, whole school/year level/class strategies, etc.)</i>
Strategies for the instigator of the bullying incident	<i>(e.g. behaviour plan, assistance with empathy, counselling, family support, safe zones, facilitation of mediation and/or restorative meetings, whole school/year level/class strategies, etc.)</i>
Consequences for the instigator/s listed	<i>(Ensure proportionate disciplinary consequences for the students engaged in the bullying behaviour, e.g. removal of privileges, lunch restrictions, detentions, suspension, consistent with relevant policies)</i>
Monitoring mechanisms outlined	<i>(Include measures as well as roles and responsibilities outlining the class teacher/year level leader or other staff members supporting role)</i>
Ongoing communication with parents/guardians/carers	<i>(Include agreed date, form of communication, responsibilities, etc.)</i>
First Review	<i>(Include agreed date, form of communication, responsibilities, etc.)</i>
Second review	<i>(Include agreed date, form of communication, responsibilities, etc.)</i>

Staff member Signature	Date

Policy information table

Approving authority	Director, Learning and Regional Services
Approval date	16 October 2023
Next review by	March 2025