










Mimosa Public School – Bullying Response Flowchart

This flowchart explains the actions Mimosa Public School staff will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. The timeframes will vary depending on the professional judgment of staff who receive the bullying complaint and their assessment of immediate risk to student/s.

Getting Started Listen 	<ul style="list-style-type: none">○ Provide a safe, quiet space to talk and reassure the student that you will listen to them.○ Let them share their experience and feelings without interruption.○ As a mandatory reporter, if you hold immediate concerns for the student's safety, let the student know how you will address these. Immediate in this circumstance is where the staff member believes the student is likely to experience harm (from others or self) within the next 24 hours.
Document 	<ul style="list-style-type: none">○ Ask the student for examples they have of the alleged bullying (e.g. handwritten notes or screenshots).○ Write a record of your communication with the student and check with the student to ensure you have the facts correct.○ Enter the record in School Bytes (Wellbeing / Incidents / Create incident).○ Notify school executives of incident if required in line with behaviour management flowchart.○ Notify parent/s that the issue of concern is being investigated.
Collect 	<ul style="list-style-type: none">○ Gather additional information from other students, staff or family.○ Review any previous reports or records for students involved.○ Make sure you can answer who, what, where, when and how.○ Clarify information with students and check on their wellbeing.
Discuss 	<ul style="list-style-type: none">○ Evaluate the information to determine if it meets the definition of bullying (see Anti-Bullying Plan 2025).○ Make time to meet with the student to discuss next steps.○ Ask the student what they believe will help address the situation.○ Engage the student as part of the solution (E.g. restitution meeting).○ Provide the student and parent with information about the student support network.○ Agree to a plan of action and timeline for the student, parent and yourself.
Implement 	<ul style="list-style-type: none">○ Document the plan of action in School Bytes (Wellbeing / Incidents).○ Complete all actions agreed with student and parent within agreed timeframes.○ Monitor students and check in regularly on their wellbeing.○ Seek assistance from the student support network if needed.
Review 	<ul style="list-style-type: none">○ Meet with the student to review the situation.○ Discuss what has changed, improved or worsened.○ Explore other options for strengthening student wellbeing or safety.○ Report back to parents/ carers.○ Record outcomes in School Bytes (Wellbeing / Incidents).
Ongoing Follow-up 	<ul style="list-style-type: none">○ Continue to check in with students on a regular basis until concerns have been mitigated.○ Record notes of follow-up meetings in School Bytes (Wellbeing / Incidents).○ Refer matter to the Learning and Support Team if the situation is not resolved.○ Look for opportunities to improve school wellbeing for all students.

