

## Responding to a Bullying Incident

R E S P E C T	<p><b>1. Co-LATE model</b> (See Proactive Policies and Practices toolkit 4.7.)</p>	<p>Listen to students involved to understand the situation and any history that may be relevant to the incident. Ensure notes are taken during this process (this must be the case for every stage).</p> <p>Discuss the situation with:</p> <ul style="list-style-type: none"> <li>• Students directly involved</li> <li>• Bystanders</li> <li>• Staff involved</li> <li>• Families (as necessary)</li> <li>• Administration staff (depending on harm or risk involved)</li> </ul>
	<p><b>2. Assess risk</b></p>	<p>Assess the level of risk or harm (consider the frequency, intensity, type, and duration of the bullying behavior) associated with the incident, and triage as high, moderate, or low.</p>
R E S P O N D	<p><b>3. Report</b> (See Proactive Policies and Practices toolkits 4.6 and 4.7.)</p>	<p>Use the contact recommendations to determine who needs to be contacted, including:</p> <ul style="list-style-type: none"> <li>• Governance structures—system level or school board</li> <li>• Principal—administration team</li> <li>• Guidance counselors</li> <li>• Families</li> <li>• External support agencies</li> <li>• Teachers and tutors of young people involved</li> <li>• School support services—psychologist, nurse</li> </ul>
	<p><b>4. Record</b></p>	<p>Collect, record, and store all information related to each case. Ensure each stage has been recorded.</p>
R E C O N C I L E	<p><b>5. Selection of restorative technique</b> (See Proactive Policies and Practices toolkits 4.1, 4.2, 4.3, and 4.4.)</p>	<p>Discuss restorative technique options with relevant staff, families, and students. Determine which technique to use based on the school policy and the triage guide (see pages 132–133) to determine technique, such as the Shared Concern method, Co-LATE model, motivational interviewing, Support Group method, or individual behavior plans. Agree on the plan to be implemented.</p>
	<p><b>6. Implement plan</b></p>	<p>Implement the agreed plan of action. Reinforce positive behavior. Ensure all vested parties (as determined in the report phase) have a copy of the agreed plan and are working together to reinforce positive behaviors.</p>
	<p><b>7. Additional support</b></p>	<p>Bullying incidences appear to resurface. Check in with all parties involved in the incident at regular predetermined intervals. Offer additional support to those students who are experiencing difficulties adhering to the terms of the agreed plan.</p>