NAG 5

Procedures for Investigating Student Bullying, Random Acts, Near miss/Minor/Moderate Injuries or other Events

ROYAL OAK INTERMEDIATE
KA RERE - TO FLY

Collecting Information

- Interview the victim/s and aggressor/s separately (Principles of Natural Justice as well as RERE)
- Interveiw all witnesses individually
- Ask open ended questions (what, when, how, where, who & why)
- Record all comments verbatimly, use headings to ensure who says what is clear
- Maintain your impartiality at all times and do not make any judgements
- Formulate a big picture understanding of the event

Contact Parents

- Telephone the parents of both the victim/s and the aggressor/s
- Start off by explaining their child's involvement; explain injuries sustained (if any)
- Outline your understanding of the event
- Explain the consequences to the aggresor's parents (Suspension, Standdown, Time Out, etc)
- Record that you have telephoned, and write a bullet point synopsis of the converstaion and if applicable, any next steps

General / Closure

- It is important to keep class teachers informed
- Restorative Chat: to be held once the investigation is complete
- Restorative Conference: in severe cases and if either family requests one
- Monitor to ensure that there is no reoccurrence and that closure has been attained
- Ensure that the PB4L Major or Minor form has been completed
- Follow through with any consquences for the aggressor

Next Review: March 2016

Review History:

12/03/2015								