



Appendix 5: Step-by-Step Guide: Online incidents of inappropriate behaviour affecting students



Step-by-Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students

Step 1

Identify Concerns

Is the student distressed?

A student may feel distressed by events including cyberbullying, sexting, exposure to pornographic images or a breach of the school's Bullying Prevention Policy or Student Engagement Policy.

Has a student been exposed to inappropriate behaviour?

A student may have been exposed to and affected by inappropriate behaviour online. This may put them at risk of suffering significant physical, psychological or emotional harm. They may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting ANOTHER student?

A student may have engaged in inappropriate behaviour online that may cause psychological or emotion harm to ANOTHER student(s). All students may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting THEMSELVES?

A student may have engaged in inappropriate behaviour online that could be psychologically and/or emotionally damaging to THEMSELVES (e.g. sexting). They may be in need of immediate protection.

Has the student engaged in CRIMINAL behaviour?

A student may have engaged in inappropriate behaviour online that could be deemed as CRIMINAL activity.

*Please note: an incident of concern may include one or more of the above.

Step 2

Take Action

Ensure the student is safe

If you suspect or have identified an incident of concern, it is important to first make sure the student/s are in a safe environment.

Further inquire into the incident

Inquire into the inappropriate incident. This may include discussions with all staff and students who have been directly or indirectly involved in the incident and/or its effects.



Step 3

Contact the Appropriate Supports

Leadership team

If your inquiry leads you to believe that a concern is real, but it is NOT CRIMINAL then immediately advise and/or consult a member of the school's leadership team to report the incident and plan the appropriate response and support.

The Victoria Police

If your inquiry leads you to believe that a CRIMINAL offence may have occurred, contact the Police.

In such cases seek advice about contacting the parents of all students involved in the incident.

If a school is unsure whether an incident should be reported, the Police will advise the school as to whether they will investigate or whether the school should handle the situation.

Security Services Unit

All reportable incidents should be reported to Security Services Unit. If a school is unsure whether an incident is criminal or not they can also contact the Security Services Unit. This will alert regional staff.

Phone: (03) 9589 6266

Step 4

Respond and Provide Support

Support all involved people

Provide reasonable and ongoing wellbeing support to all students and staff who were involved in or witness to the incident.

Refer to the School's Policy

In responding to online incidents of inappropriate behaviour, Principals and teachers should refer to their Bullying Prevention and/or Student Engagement Policy and follow the appropriate processes and procedures.

Each Victorian government school has developed a Bullying Prevention and/or Student Engagement Policy that sets out the rights, responsibilities and shared expectations of everyone in the school community, including students, parents, teachers and school staff. The policy clearly defines the consequences for students who behave inappropriately, (online and offline)

Work with Leadership Team

Work closely with your school's Leadership and/or Student Wellbeing Team to discuss strategies that can be used to respond to and support ALL students at risk from the inappropriate behaviour. This may include counselling and support or the development of a Behaviour Support Plan to implement targeted strategies.

Keep a record of the Behaviour Support Plan, make notes on any relevant observations, and review it as necessary.

For more information, visit Behaviour Support Plans: www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachplans.aspx.

Contact Parents

Where appropriate, contact the parents of all students involved. If a school is unsure whether parents should be contacted, the Department's Legal Division or Security Services Unit can assist to make a decision.

Consult Regional Staff

Contact your student wellbeing or Community Liason Officers in your Regional Office for support.

North Eastern Victoria Region Benalla: (03) 8392 9500 Glen Waverly: (03) 8392 9300	South Eastern Victoria Region Dandenong: (03) 8765 5600 Moe: (03) 5127 0400
North Western Victoria Region Bendigo: (03) 5440 3111 Coburg: (03) 9488 9488	South Western Victoria Region Ballarat: (03) 5337 8444 West Footscray: (03) 8397 0300 Geelong: (03) 5225 1000

Further Information

Remember to Record

At all times remember to:

- Record the incident. (e.g. screen shots of the incident, notes from the interviews)
- Record the process taken to resolve the incident (e.g. steps taken to remove content, mediation attempts).

Bully Stoppers

For more information visit DET's Bully Stoppers website: www.education.vic.gov.au/bullystoppers

Security Services Unit

A 24 hour/7 day a week single reference point to report emergency matters and critical incidents including criminal and unwanted activities.

Phone: (03) 9589 6266

