

Conflict Resolution procedures at NGG

Bullying and harassment of any kind, is something we take very seriously at NGG, therefore, we have developed a program that is proactive and informative.

The proactive social and emotional program is ongoing in the lessons and is available on a separate document. This program is part of our daily teaching and is also supported as a standalone subject throughout the school year.

This document focuses on conflict resolution steps to be taken when an incident occurs

The school community has the responsibility to take an active role in this area, therefore, we strongly encourage parents and students to come forward and report incidents so that we can take the steps needed. We encourage all parents and students to be up-standers rather than bystanders, although we are fully aware of the courage it takes for the student/s to stand up for the rights of themselves and others.

All parties have an active role in:

Prevention: Pro-social skills – assertiveness- whole school programs.

Intervention: Getting involved when it noticed and/or hearing concerns.

Monitoring: Following up and inquiring how it is going.

Action: If the behaviors continue then further action will take place.

Bullying is very complex and there are normally many factors that contribute to the situation, therefore, each case is catered for individually. Bullying is about the damaging atmosphere created in the classroom rather than looking at a victim/perpetrator. This can have negative consequence both academically and socially.

Once the situation has been reported, we take immediate action. At NGG we use the Restorative Principle procedures. This allows the students involved to share their side of the story in a safe environment. Eventually, we do try to encourage the students involved to talk together to find agreements and solutions in order to move forward. Again, this is done in discretion of the initial student.

We take each case with the upmost care for the student reporting as we are fully aware of the repercussions that can take place. We listen to the student/s and ask them how best they feel the situation needs to be dealt with. This gives the student the right to be heard and always part of the process.

We encourage you to contact us so as to ensure a safe and harmonic environment for all the students at NGG.

Thank you for your co-operation

Michelle Bentsen

Social and Emotional Counsellor

Checklist of what to do when an incident has been reported. The list below is not necessarily in step form so some steps can be missed out or adapted to according to the types of incident reported.

<p>Incident reported to teacher or school. The student may talk to any adult but the homeroom teacher will be informed at some point.</p> <p>All information is documented and kept on file</p> <p>Parents of the targeted student are contacted by homeroom teacher in order to gather more information</p> <p>Parents of other students involved are contacted</p> <p>The homeroom teacher meets with the student/s separately to gather data and listen to both sides.</p> <p>We encourage the students to meet, again in a safe environment, but we do understand that it can be hard and we listen to the wants of the student/s. Share 'acceptable behavioural contracts'</p> <p>We ask for evidence/patterns of the incident/s.</p> <p>The homeroom teacher can use a lesson to talk about the subject but not involving the names.</p> <p>If the situation continues:</p> <p>A team meeting including counsellor is called to look at all the data and evidence collected. All team teachers are informed.</p> <p>A meeting with the parents involved is set up with the Head of school, homeroom teacher. Michelle Bentsen could be invited if necessary</p> <p>Interventions discussed with Head of school, parents and student.</p> <ol style="list-style-type: none">1. Counselling2. Coaching3. Peer mentoring4. Pastoral support plan5. Detentions/external suspension <p>The final stage is that the continuing incident can lead to permanent suspension and /or in some cases, reported to the police.</p>	
<p>Write any other actions you have taken that you have found useful</p>	



Please use this formula when an incident has been reported

Date:	Name of student Year:	Name of students involved	Teacher:	Notes
Identify the incident				
Describe the incident				
Gather information				
Develop & implement a plan				
Determine next steps				
Extra				



