Procedure for students to report bullying at UWS

**RECORD**

Student/witness **experiences or witnesses bullying** by UWS student or UWS staff member

Support is available through Student Support services

- welfareservice@uws.edu.au
- counselling@uws.edu.au
- disability@uws.edu.au
- Student Representation and Participation

**RECORD**

Student/witness **records incidences** of bullying and **seeks support**

**RECORD**

Student/witness **approaches alleged bully** where appropriate (if not, proceed to next step)

Problem resolved

**RESOLVE**

Student/witness **reports bullying** by student or UWS staff member to Head of Unit or alleged bully’s supervisor

**REPORT**

If the allegation is against a **student** the Dean proceeds according to the **Student Non-Academic Misconduct Policy**

Outcome usually determined within 30 working days. You will be advised of any delays.

**REPORT**

If the allegation is against a **UWS staff member** the Supervisor or Dean proceeds according to the **Bullying Prevention Policy**

Stay informed about the progress of your report. Ask the Head of Unit for regular updates.

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If you have followed all of the steps above and you are not satisfied with the outcome you can make a formal complaint to the Complaints Resolution Unit. [www.uws.edu.au/complaints](http://www.uws.edu.au/complaints)

Who will proceed according to the **Complaints Handling and Resolution Policy**: [www.uws.edu.au/complaints](http://www.uws.edu.au/complaints)