

TEMPLATE: FLOW CHART TO REPORT BULLYING IF/WHEN STUDENTs WITNESS OR EXPERIENCE BULLYING

STUDENT APPROACHES INDIVIDUAL INVOLVED IN INCIDENT<sup>1</sup>

YES

NO

RESOLVED

YES ✓

NO

WHO TO GO TO?

STUDENT ADVISOR

PROGRAM COORDINATOR

ASSOCIATE DIRECTOR

DEAN/DIRECTORS

SEE: [insert SON directory link]

[insert external to SON directory link]

LEVEL 1 → Meet with the Student Advisor or Program Coordinator. No further action required

LEVEL 2 → No further complaint action required but student requires further support from Student Advisor, Program Coordinator, or university counselling [insert contact info]

LEVEL 3 → Formal complaint in writing to SoN leadership – Associate Director/Dean & Director/Dean. Follow up support required

LEVEL 4, 5, 6 External to SoN

Ombudsperson, Human Rights Advisor, SVPRO

<sup>1</sup> Students who witness or experience bullying are encouraged to approach the individual(s) engaging in bullying behavior(s). If the situation is such that students feel uncomfortable to do so they are invited to contact the \_\_\_\_\_ Student Advisor or \_\_\_\_\_ Program Coordinator. For further related information see: \_\_\_\_\_ (date \_\_\_\_\_).