



FORM 1

Screening

To be filled out by the adult who is the first to know about the hurtful behavior.

IS THIS BULLYING?

Hurtful behaviour was reported on.....20.....

The person who has been contacted first was.....

The person who reported hurtful behavior was

- ☐ the pupil targeted by hurtful behavior
- ☐ a peer of the targeted pupil, name.....
- ☐ pupil's parent or guardian, name.....
- ☐ a teacher, name.....
- ☐ someone else, name.....

The pupil who was targeted:..... Class:.....

What has happened? Provide concrete examples of behaviors that were perceived hurtful.

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How many times hurtful behavior has occurred?.....

When was the last time it occurred?.....

For how long has the situation been going on?.....

Pupils who have taken part in the hurtful behavior:.....

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On the basis of the information acquired this is

- ☐ a conflict or a fight between children
- ☐ a case of hurt feelings due to misunderstandings
- ☐ a single case of an aggressive or a hurtful act
- ☐ continuous bullying → to be directed to the KiVa team.

Also the cases, which are not directed to the KiVa team, require intervention! In these cases schools' established procedure takes place. For example, the class teacher tackles the situation discussing with the pupils involved, or the dispute is solved by mediation, or a sanction is given. In some cases, it will be necessary to be very assertive about the hurtful behavior of the pupil.



FORM 2

Discussions with the bullied pupil

To be filled by KiVa team

Bullied pupil: Class:

When was the KiVa team informed about the bullying case? On 20 (date)

Names of the KiVa Team members tackling this case:

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Date 20

What type of bullying has occurred?

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How many times has bullying occurred? Select the best answer.

☐ once or twice ☐ three times or more

When was the last time that bullying occurred?

For how long has the bullying been going on?

☐ for a week or two ☐ for a month
☐ for 2 to 6 months ☐ for 6 to 12 months ☐ for years

The pupils who have actively taken part in the bullying:

Name: Class:

Name: Class:

Name: Class:

Name: Class:

The pupils who have not taken part in the bullying or who have been friendly towards the targeted pupil.
(The aim is to find pupils for the class teacher to talk with and come up with some ideas to support and encourage the bullied pupil).

Name: Class:

Name: Class:

Name: Class:

Name: Class:

Further information:

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The class teacher has been informed about this discussion on 20 (date)

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Parents or guardians have been contacted on 20 (date)



FORM 3

Individual discussions with the pupils involved in the bullying

To be filled by KiVa team

The discussions are to be held with all the pupils (individually) during the same lesson.

Date.....20.....

Pupil:..... Class:.....

Matters noted or agreed on during the discussion:

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Pupil:..... Class:.....

Matters noted or agreed on during the discussion:

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Pupil:..... Class:.....

Matters noted or agreed on during the discussion:

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Pupil:..... Class:.....

Matters noted or agreed on during the discussion:

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Parents or guardians have been contacted on 20..... (date)



FORM 5

Follow up discussions

To be filled by KiVa team

CHECK WHETHER THE CLASS TEACHER HAS MET WITH A FEW CLASSMATES OF THE BULLIED PUPIL

The class teacher has met with classmates on20..... (date).

FOLLOW-UP DISCUSSION WITH THE BULLIED PUPIL

Date.....20.....

According to the bullied pupil, the bullying has

- ☐ stopped
- ☐ decreased
- ☐ remained the same
- ☐ increased

Notes:

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FOLLOW-UP GROUP DISCUSSION WITH THE PUPILS INVOLVED IN THE BULLYING

Date.....20.....

Is the bullied pupil present at the discussion? (This is not required, but is possible if s/he wants to).

- ☐ no
- ☐ yes

Notes:

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Possible further measures:

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