



**Archways**

Centre of Excellence for  
Child and Family Programmes

### **1. Screening: Is this bullying?**

All school staff have been trained in the KiVa programme and can screen for cases of bullying. Incidents that meet the criteria of systematic bullying are directed to the KiVa team.

### **2. Discussion with the bullied student**

One or two KiVa team members tackle each case of bullying. One KiVa team member meets with the bullied student, as a conversation between two people promotes a confidential atmosphere and connection. In the meeting, the KiVa team member finds out what happened, how long the bullying has continued, and which students have taken part in the bullying. The conversation is intended to increase the bullied student's sense of safety and let them know that adults are on their side and intend to stop the bullying. The bullied student is also asked to identify classmates who may support them.

It is agreed that there will be a follow-up discussion to ensure that the bullying has stopped. After the discussion the bullied student's class teacher is informed. Parents are informed at this stage.

### **3. Individual discussions with students who have taken part in bullying**

Next, two KiVa team members have separate individual discussions with the students who have taken part in the bullying. The students are called in for a discussion the same day and, if possible, during the same lesson so that they do not have the chance to speak with each other between the discussions. The individual discussions are short (5–10 minutes). The focus of this meeting is simply to highlight that bullying has happened and that it must stop.

### **4. Group discussion with the students who have taken part in bullying**

A group meeting takes place with all the students who have taken part in the bullying as soon as possible after the individual discussions. The aim of this brief meeting is to reinforce the decisions that the individual students have already agreed on with the KiVa team.

In this group discussion:

- What each student has committed to do is reviewed
- The date and time of a follow-up discussion with the same group is agreed on



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#### **5. Discussion between the class teacher and a few classmates**

Where bullying is investigated by the KiVa team, the class teacher arranges a situation where they can calmly discuss with a few select students how they can help support the bullied student. For this discussion, the class teacher either talks to students identified by the bullied student, or if none have been identified the teacher picks prosocial students with good social skills. The class teacher talks to these students about how they can support the bullied student.

#### **6. Follow up discussion with the bullied student**

The follow-up discussion is held at the time and date agreed during the initial discussion. The purpose is to ensure that the bullying has stopped. The student is also encouraged to immediately report if the bullying keeps happening.

#### **7. Follow up discussion with the student/ students who have taken part in bullying**

Finally, there is a group meeting with the students who have taken part in bullying to check if they have done what they agreed. If they have, they are praised. If the bullied student wants to attend this discussion, this is accommodated.

#### **8. Informing parents**

As recommended by the KiVa programme, cases of bullying are first tackled in discussions between the KiVa team and the students. Parents are always informed of cases of bullying after the KiVa team has met both the bullied student and students taking part in the bullying. We have informed all parents of the procedure for cases of bullying in advance and provided them with the KiVa parents' guide <https://data.kivaprogram.net/parents/> This link is also on the school's website.