

Co-creating a Harmonious School: Stop Bullying

Appendix 3

Suggestions on Implementation of the “Whole School Approach” to Anti-bullying Work

Anti-bullying Strategies	Focus of work	Major groups / persons in charge
<p>Preventive Strategies</p>	<p>Overall formulation, implementation, evaluation, and revision of the anti-bullying policy</p> <ul style="list-style-type: none"> ■ Prepare questionnaires for staff, students and parents to understand the bullying situation at school. ■ Incorporate the reporting mechanism, handling procedures and consequences of bullying into the present mechanism of handling disciplinary behaviour. Staff, students and parents should be informed of the contents. ■ Plan and coordinate the anti-bullying work in various subjects and functional teams. ■ Consult all staff, parents and students and publicise the policy through staff meetings, parent-teacher association meetings, weekly assemblies, school homepage, bulletin boards and parents’ newsletters. ■ Arrange training for teachers, for example, seminars on how to handle students’ emotional and behavioural problems, training on conflict management and counselling skills. ■ Organise parent workshops and issue parents’ newsletters to enhance parents’ understanding of the anti-bullying policy and optimise parent-child communication. 	<p>Student Development Team, Guidance and Discipline Team, or Student Support Team</p> <p>Parent-teacher Association</p>

Co-creating a Harmonious School: Stop Bullying

<p>Management and monitoring of the Environment</p> <ul style="list-style-type: none"> ■ Strengthen school patrols during recess, lunch and after school (Discipline Team members and prefects). ■ Prevent bullying by paying attention to places outside school where students always hang around. ■ Collaborate with the community to combat bullying outside school. ■ Cooperate with Police School Liaison Officers to enhance promotion and information collection work against bullying. 	<p>Discipline Team Prefects Teachers on duty</p>
<p>Enhancement of students' sense of belonging to the school</p> <ul style="list-style-type: none"> ■ Organise extra-curricular activities such as ball games and sports competitions to enhance students' sense of belonging and create a harmonious atmosphere in the school. ■ Take note of how students interact with each other and intervene at an early stage if needed. Teachers should make use of the class teacher periods to discuss problems in class, or make appointments with individual students for interviews. ■ Senior students act as the peace ambassadors in school. They set an example for others in mutual respect and care about weaker schoolmates so that bullying is discouraged. Students are encouraged to stand up and report bullying incidents and seek help from school staff. 	<p>Extra-curricular Activities Team Physical Education Team Class Teachers Student leaders, senior students, class monitors</p>

Co-creating a Harmonious School: Stop Bullying

	<p>Early identify students who need assistance</p> <ul style="list-style-type: none"> ■ Early identify students who are aggressive, lack confidence or social skills, and provide support such as arranging social skills training, emotion management groups and adventure-based training activities. ■ Adopt a proactive approach to bullying in order to prevent it from spreading in the school (Please refer to “Appendix 6” Tips on Counselling the Bullies / Victims). 	<p>Social workers, Guidance Team</p>
<p>Developmental Strategies</p>	<p>School-wide measures</p> <ul style="list-style-type: none"> ■ Quote recent bullying incidents as the topic for speeches at morning assemblies, seminars and workshops (Please refer to “Appendix 1a & Appendix 1b” Example of Short Speech for Morning Assembly) to promote the anti-bullying message, harmonious peer relationship and students’ role in anti-bullying work at school. ■ Arrange anti-bullying seminars for students to raise their awareness of the criminal responsibilities of bullying so as to prevent them from engaging in this improper activity. ■ Organise promotional activities against bullying, such as slogan and song writing competitions. ■ Co-ordinate student volunteer services for the underprivileged in order to strengthen their empathy and spirit of helping others. ■ Hold class teacher periods for students to discuss current issues so as to strengthen their law-abiding spirit and their respect for other people. ■ Build a culture of praise and keep up this 	<p>Discipline Team, Guidance Team, Moral and Civic Education Team</p> <p>Class teachers</p>

Co-creating a Harmonious School: Stop Bullying

	<p>culture by encouraging students to appreciate and praise one another through campaigns like “A compliment a day” to strengthen their self-esteem.</p> <ul style="list-style-type: none"> ■ Organise class activities to build up students’ team spirit and sense of belonging to the class. 	
	<p>Curriculum coordination</p> <ul style="list-style-type: none"> ■ Teach mutual respect, acceptance, communication skills as well as the spirit of mutual help and care through various subjects, such as General Studies in primary schools, Liberal Studies in secondary schools, Moral and National Education / Personal Growth Education and Life Education. ■ Take bullying as a topic for project learning and compositions. 	<p>Subject Teachers Class Teachers</p>
<p>Remedial Strategies</p>	<p>Handling bullying incidents at schools</p> <ul style="list-style-type: none"> ■ Handle / intervene in school bullying according to school’s mechanism in handling disciplinary behaviour (including stopping the conflicts at once, maintaining order among the crowd, taking care of the injured, informing parents and the school, referring the case if necessary) (Please refer to “Appendix 4” Flowchart for Handling Bullying Incidents in Schools). ■ Interview the bullies, the victims and their parents (where necessary) in order to obtain a better understanding of the incident and to carry out the follow-up work. ■ Ensure parental presence if the police intervene and request for an interview 	<p>Discipline Masters Form discipline masters Class teachers School social workers</p>

Co-creating a Harmonious School: Stop Bullying

	<p>with the students during school hours.</p> <ul style="list-style-type: none">■ Hold morning assemblies for the whole school or seminars / special class teacher periods for the class concerned after the incident.■ Arrange group and / or individual counselling for students in need.■ Set up a repentance scheme. Allow the bullies to improve and make up for their mistakes through appropriate action.■ Train and make use of peer counsellors to mediate in mild bullying incidents.	<p>Peer counsellors</p>
--	--	--------------------------------