

Co-creating a Harmonious School: Stop Bullying

Appendix 2

Task List / Memoranda of the Stop Bullying Policy

1 Objectives of the Stop Bullying Policy

- 1.1 List the school's expectations of students.
- 1.2 List the factors for consideration when establishing an anti-bullying policy (for example, teacher-student relationships and the cooperation between various subjects and functional teams).

2 Stance of the school on bullying

State the stance of the school on bullying incidents.

3. Definition and classification of bullying

- 3.1 State the school's definition of bullying.
- 3.2 List out the types of bullying.

4. Evaluation of bullying situation at school

- 4.1 Assess the bullying situation at school.
- 4.2 List the school's measures to handle the bullying problem.

5. Mechanism of reporting in handling bullying incidents

- 5.1 List how each stakeholder (staff, students and parents) should handle the problem when a bullying incident is discovered.
- 5.2 Explain the channels for reporting to the school.
- 5.3 Briefly describe the methods of investigation when the school receives a reported bullying incident and explain that the identity of the informant is kept confidential.
- 5.4 Explain the school's principles in handling bullying. For example, the school faces up with each bullying incident, applies an educational approach to handle the bullying incident. It is to nurture a critical thinking attitude among students and teaches them to bear the consequences of their behaviour.
- 5.5 Explain the follow-up measures in the school, including discipline, guidance and referral services.

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6. Strategies for creating a harmonious school

The strategies for creating a harmonious school include the suggestions for the implementation of a “Whole School Approach” to anti-bullying (Please refer to: [“Appendix 3” Suggestions on Implementation of the “Whole School Approach” to Anti-bullying Work](#)).

7. Strategies for implementation, follow-up, evaluation and updating

7.1. Preparatory phase

	Items
1	Organise anti-bullying work.
2	Define bullying.
3	Collect information, conduct opinion surveys and discussions.
4	Include the element of anti-bullying in the curriculum, and formulate measures to prevent and handle bullying.
5	Conduct training for teachers.
6	Prepare appropriate questionnaires to evaluate the effectiveness of the anti-bullying programmes, measures and strategies.

7.2 Implementation phase

	Items
1	Establish and publicise the policy.
2	Implement the policy.
3	Follow up strategies.
4	Carry out supportive plans.

7.3 Evaluation Phase

	Items
1	Conduct mid-term review.
2	Conduct final review – fill in, collect, analyse and compile various evaluation questionnaire results.
3	Report on the effectiveness of the anti-bullying policy.
4	Revise the “Whole-school Anti-bullying Policy” for the new school year.