

Handling Bullying and Following up

Immediate Intervention:

1. In case of a bullying incident, teachers must arrive at the scene as soon as possible to stop bullying. The following actions should be taken where necessary:
 - Enlist the help of other teachers or students immediately
 - Send the injured students to hospital for medical treatment
 - Conduct preliminary investigations with the students at the scene and record the incident immediately
 - Inform the school
 - Inform the parents concerned
 - Consult School Liaison Officer of the Hong Kong Police Force

2. Teachers should interview the students involved, including the bullies, the victims and the bystanders, on the day when bullying occurs to get a clear picture of the incident so that measures could be mapped out to prevent recurrence. For interview skills with students, please refer to "Improvement through Taking Responsibility" Approach.

3. Teachers should meet the parents of the bullies and the victims separately at an appropriate time. The following points should be noted:
 - Make good preparation before the interview, including preparing an interview outline and relevant information
 - Explain to the parents that the purpose of the meeting is to show concern for the students, understand the incident and collaborate to find ways in tackling the problem
 - Focus the discussion on the bullying incident
 - State the school's concern to parents and stress that bullying will not be tolerated
 - Tell the parents only the known facts before everything is clear. It is not advisable to give any personal assumption or judgment
 - Relate the whole incident objectively and sensibly; avoid using subjective expressions
 - Discuss with the parents safety measures, such as changing the route or escorting their child to and from school, if the safety of the student is under threat
 - Analyse carefully the incident, balance the views of different parties and consider the position of the school before telling the parents the proposed punishment
 - Seek cooperation from the parents to reach consensus in handling the incident
 - Note carefully the parents' emotional reactions. If they are too agitated, let them

calm down before getting on with the discussion

- Never disclose to the parents information of other students or arrange the parents to meet or contact other students
- Record the main points of the interview for future reference and action
- Consider referring the case to guidance professionals if the parents need additional support in emotion management or parenting