

## Preparation Stage

1. Define bullying clearly
2. Conducting data research and opinion survey to understand the bullying situation in depth in school and raise awareness:
  - Conduct a whole-school / whole class level opinion survey with an assessment questionnaire (refer to Evaluation of “Co-creating a Harmonious School Resource Package) to examine bullying in depth in school and raise concern
  - Conduct individual or group interviews to collect students’ opinions.
  - Report the findings in meetings or workshops, collect opinions from staff and social workers and invite representatives of parents and students to attend these meetings or workshops
  - Review present stance of school on bullying, preventive measures and contingency plans and lay down the direction and focus of anti-bullying policy
3. Forming a working group or Guidance / Discipline Team to:
  - Develop preventive measures and strategies on handling bullying and lay down guidelines
  - Decide which categories of information are needed for record purpose and design the record form
  - Explain in detail the anti-bullying policy to everyone in school
  - Implement the policy, oversee the implementation process and review, assess and improve the policy
4. Training teachers

Given the crucial role of teachers in implementing the whole-school policy on anti-bullying, schools should provide them with relevant training in order to help them understand bullying and grasp the strategies and skills in handling / preventing bullying.