

Bullying Prevention Plan Template

School 2012 – 2013

According to the Accepting Schools Act, bullying:

- Is an aggressive behaviour
- Has an intent, or reasonable assumption to cause harm (to the individual, his or her reputation or property)
- Is typically repeated
- Involves a real or perceived power imbalance
- May have a negative impact on the learning environment of the school

Developing the Bullying Prevention Plan with your Safe Schools Team

The Accepting Schools Act requires each school to have a Bullying Prevention Plan. Please complete the Bullying Prevention Plan Template found within this resource and on the Safe Schools Portal.

The purpose of this template is to assist Safe Schools Teams in developing a Bullying Prevention Plan in order to “integrate Safe Schools’ strategies in a sustainable manner.” (Jaffe, Crooks & Watson, 2009) Based on your School Climate Survey data, The School Assessment Checklist, (found in Jaffe et al, pp 47 – 56) as well as other data at your disposal, your Safe Schools Team will identify strengths and areas of growth for your school and then develop a plan to address the needs. The plan will include the programs and resources required for implementation.

Every school must have an Annual Bullying Prevention Plan that includes a mechanism for students, parents and community members to report incidents of bullying.



BULLYING PREVENTION SCHOOL PLANNING – FOR SAFE SCHOOLS TEAMS

Plan

With your Safe Schools Team, collect your school data. This could include:

1. School Climate Survey (Fall 2011)
2. The School Assessment Checklist (Jaffe et al, p. 51-52)
3. Attendance / Lates
4. Academic Performance Scores / School Improvement Plan Goals
5. Bullying Prevention Summary Chart (below)

This data provides your Safe Schools Team with evidence to lead an informed discussion regarding improving the climate in your school. Your Team will develop a SMART goal and indicators of success.

Create a SMART Goal for Bullying Prevention. For example:

By December 2014, the percentage of student responses indicating “never feeling safe at school” on the School Climate Survey will decrease to less than 1%.

Reflect

The Safe Schools Team:

- Collects and analyses qualitative and quantitative data, including the results of the School Climate Survey
- Shares the data with staff, students, parents and community members
- Reflects on progress
- Determines areas for
Celebration
Refinement

Plans for the next cycle with the Professional Learning Team

Act

Operationalizing Your SMART Goal

With your Safe Schools Team,

- use the Bullying Prevention Plan Summary Chart to identify areas of strength and areas of growth
- link your SMART goal to other school initiatives: mission and vision statements, current practice, pathways, Big Ideas curriculum implementation, character/equity focus, etc.
- gather supporting resources including those on the Safe SchoolsPortal
- share with your staff and implement

Observe

The Safe Schools Team:

- monitors the progress of the Bullying Prevention Plan
- offers support and resources as needed
- engages staff, students, parents and community members
- has on-going discussions regarding the SMART goal

The Work of
the Safe
Schools
Team

Bullying Prevention Plan Summary Chart

	School Start Up	School Wide	Classroom	Individual	Student Leadership	Community	Safe Schools Team
Prevention and Awareness Raising Strategies							
Intervention and Support Strategies							
Training with Staff							
Training with Students							
Reporting							
Communication to Parents and Community							
Monitoring & Review							

Sample Bullying Prevention Plan

	School Start Up	School Wide	Classroom	Individual	Student Leadership	Community	Safe Schools Team
Prevention and Awareness Raising Strategies	Bullying Prevention Document	Bullying Prevention Document Wristbands (SEE CARE THINK ACT-in house colours)	Bullying Prevention Document & Teaching Kit	Support system established for students who are targets of bullying	Character Education Student leadership team	<i>Random Acts of Kindness</i> Campaign through YWCA	Kiss 'n Ride Bullying Prevention Document – Lessons, Media Kit Closing the Gap resources
Intervention and Support Strategies	Bullying Prevention Document -Media Kit Character Education strategies	Bullying Prevention Document: Lessons and Media Kit Books in library	Bullying Prevention Document & Teaching Kit Restorative Practice	Recess activities for students who are targets of bullying and for students who bully	Character Education Student Leadership Team		Bullying Prevention Document Media Kit Data – School Climate Survey, Attitudinal Survey
Training with Staff	Document Introduction and exploration Implementing lessons	Restorative Practice Book Lists Bullying Prevention Document Staff Meeting presentations by Safe Schools Team	Bullying Prevention Teaching Kit with Lessons and Resources	Bullying Prevention for students with Special Needs workshop		Staff invited to participate and handout <i>Kindness Tickets</i>	Bullying Prevention Document – Lessons and Media Kit School Safety Audit School Climate Survey
Training with Students	Character Education Student Leadership planning Assemblies	Bullying Prevention Document - Lessons and Media Kit Assemblies	Bullying Prevention Lessons and Media Kit SIM- TLCP	Social Skills lessons provided for at-risk students	Junior recess leaders Happy to Be Me Assemblies	<i>Kindness Kick-off</i> assembly and classroom activities	Student member of the Safe Schools Team
Reporting		SIT – Community, Culture and Caring	Team Meetings	Students at-risk know several adults who they can report to	School Climate Survey School Attitudinal Survey		School Safety Audit
Communication to Parents and Community	Newsletter Website	Newsletter Website Assembly	Classroom newsletter	Parents of students at-risk know the plans for their child	Newsletter Website, Displays Assembly	Newsletter Local newspaper	S.C.C. Newsletter Website
Monitoring & Review	Character Tickets	School Climate Survey Office referrals	Team meetings	Regular check-ins with students	Student voice	Thermometer tracking acts of kindness	Monthly meetings School Safety Audit

Appendix A: Examples that you might include in your Bullying Prevention Plan Chart

- Use of the bullying prevention resource, *Bullying Prevention: Educating and Empowering School Communities* and the teaching kit
- Refer to the following two documents, available on the Safe Schools Portal: *Best Practices: Whole School Approach* and *Promoting a Positive School Culture*
- Use of Restorative Practice
- Character Education initiatives at your school
- “Courtesy Camp” (reinforcing the Code of Conduct and behavioural expectations) activities that schools conduct at the beginning of the year
- School wide focus on Mission/Vision such as “Striving for Excellence”, and how it connects to citizenship and bullying prevention
- School wide focus on a “Big Idea” linked to the curriculum such as Respect, Responsibility, etc.
- Student led activities that focused on respect, bullying prevention and character development
- SNAP program (an intervention program for hard-to-serve students)
- VIP (Values, Influences and Peers)
- GSAs (Gay/Straight Alliances) that allow a safe space for LGBTQ youth and their allies
- Student mentoring groups conducted in your school such as, Big Brothers/Big Sisters
- Newsletter inserts
- Website inclusions
- Recognition Assemblies
- Incentive Programs
- Assemblies that focus on respect, bullying prevention and character education
- Office referrals
- Reporting procedures
- Staff meeting items/instruction/training
- Various professional development for all members of staff
- Presentations to parents/SCCs on areas such cyberbullying or web-safe presentations by police
- Guest presentations to students
- STAR Camp participation