

EFFICIENTLY COPING WITH BULLYING IN SCHOOL: A PRACTICAL APPROACH FOR TEACHERS

Unit 4: PREVENTING AND COMBATING BULLYING

INTRODUCTION

This unit belongs to Module 2 which is addressed to teachers. It is designed as a workshop to be implemented with minimum 10 teachers who work with pupils aged 7 to 12 years. Its duration is of 2 hours.

The group of participating teachers should be gathered based on the criterion of maximum variety regarding age, gender, years of teaching experience and discipline(s) that the participants teach.

Unit Overview:

The unit is built around three main pillars: awareness, prevention and combating bullying. It focuses thus on providing the necessary knowledge and information on the importance of cooperation among all parties and the role of each of them. Then specific and concrete tools and means to increase awareness on the phenomenon and to efficiently prevent and fight against it are introduced. In the same time, the unit assesses the knowledge, skills and competencies acquired by the learners through specific evaluation tools.

Learning objectives of this unit are:

Upon completion of this Unit participants should be able to:

- Argue why cooperation among all involved actors in bullying is necessary for effectively managing the phenomenon.
- Compare/contrast, judge and justify different ways of increasing awareness on bullying;
- Propose actions and practical activities to increase awareness on bullying;
- Select appropriate categories of persons/institutions for increasing awareness, explain reasons and describe features as arguments for their selection;
- Define and describe a supportive and safe classroom/school environment;
- Analyze the classroom/school environment and distinguish elements of a safe environment;
- Paraphrase, exemplify and explain the main anti-discrimination regulations;
- Formulate rules of online safety and protection against bullying;
- Decide (and argue the decision) what specific structures and procedures should be used in combating bullying.

Unit Sections:

1. Necessity of cooperation among all involved “actors” to effectively managing bullying (bully, bullied persons, teachers/school staffs, parents, observers, bystanders, other local/community structures)
2. Increasing awareness on bullying (how to do it, who has to do it)
3. Preventing bullying:
 - 3a: Creating a supportive and safe classroom/school environment
 - 3b: Online safety and knowing the most common networks used by children
4. Combating bullying: using specific structures and procedures (school anti-bullying and anti-discrimination regulations, committees, procedures, support systems)

Guidelines on how to implement the workshop:

Duration	Activity	Description	Materials to be used
15 minutes	Welcome and ice-breaking (10 minutes) Introduction to the workshop: (5 minutes) - brief reminder upon ComBuS project (rationale, aims, methodologies and outcomes); - brief reminder upon Module 2 for teachers (structure: units 1 to 4) - presentation of the objectives and activities for unit 4 (workshop)	The lecturer introduces him/herself. The lecturer distributes the form “<i>ComBuS_Participants introducing themselves.doc</i>” to participants. They quickly fill in the forms and read them to the others. The lecturer collects the filled in forms. The lecturer requests participants to sign the attendance sheet. The lecturer makes the presentation by using the file “<i>ComBuS_Introduction to the workshop.pptx</i>”. During the presentation s/he takes questions from participants if something is not clear and provides appropriate answers.	ComBuS_Participants introducing themselves.doc ComBuS_Attendance sheet.doc ComBuS_Introduction to the workshop.pptx
25 minutes	Necessity of cooperation among all involved “actors” to effectively and efficiently managing bullying (bully, bullied persons, teachers/school staffs, parents, observers, bystanders, other local/community structures)	The lecturer makes the presentation by using the file “<i>ComBuS – necessity of cooperation.pptx</i>” (5 minutes) The lecturer organises the participants in 2 teams and allocate the task by using the file “<i>ComBuS – designing a cooperation strategy.doc</i>”.	ComBuS – necessity of cooperation.pptx ComBuS – designing a cooperation strategy.doc

Duration	Activity	Description	Materials to be used
		Participants work in teams. (10 minutes) Then they present the results in front of the others and discuss. Discussions allow everybody to analyse the presented issues, express opinions, share ideas. (10 minutes)	
15 minutes	Increasing awareness on bullying (how to do it, who has to do it)	The lecturer makes the presentation by using the file “ComBuS – increasing awareness on bullying.pptx” (5 minutes) The lecturer organises the participants in 3 teams and allocate the task by using the file “ComBuS – 5 actions to increase awareness on bullying.doc”. Participants work in teams. (10 minutes) Each team displays the results and uses the coffee break to informally justify/argue about them with the other teams.	ComBuS – increasing awareness on bullying.pptx ComBuS – 5 actions to increase awareness on bullying.doc
15 minutes	Coffee break		
25 minutes	Preventing bullying: a: Creating a supportive and safe classroom/school environment b: Online safety and knowing the most common networks used by children	The lecturer makes the presentation by using the file “ComBuS – preventing bullying.pptx” (5 minutes) The lecturer organises the participants in 2 teams and allocate the task by using the file “ComBuS – preventing bullying 1.doc”. Participants work in teams; each team displays the results and justify them; the other team critically analyse the results. (15 minutes) The lecturer organises the participants in 2 teams and allocate the task by using the file “ComBuS –	ComBuS – preventing bullying.pptx ComBuS – preventing bullying 1.doc ComBuS – preventing bullying 2.doc

Duration	Activity	Description	Materials to be used
		<i>preventing bullying 2.doc</i>". Participants work in teams; each team presents the results to the other team; all participants share information on the findings and on other online networks they found out about from their own children or pupils they teach. (10 minutes)	
30 minutes	Combating bullying: using specific structures and procedures (school anti-bullying and anti-discrimination regulations, committees, procedures, support systems)	The lecturer makes the presentation by using the file "<i>ComBuS – combating bullying.pptx</i>" (5 minutes) The lecturer organises the participants in 2-3 teams of 4-5 members each and allocate the task by using the file "<i>ComBuS – combating bullying.doc</i>". <u>Note</u>: if it is the case, please adapt the task to your national context (names, places, persons in charge to solve bullying in school, etc.) Participants work in teams to prepare the script and rehearse the roles. (15 minutes) Then they role-play in front of the others. After each team played its role, they explain the rationale behind it. (10 minutes)	ComBuS – combating bullying.pptx ComBuS – combating bullying.doc
15 minutes	Evaluation and closure of the workshop	Performing the evaluation by applying the assessment & feedback questionnaire (the lecturer will distribute printed forms). (10 minutes) Summing up the main achievements and conclusions (after completion of the evaluation	ComBuS - assessment & feedback questionnaire.doc <u>Note</u>: the correct answers are Q1 (a, b, c, d); Q2 (c); Q3 (a, d); Q4 (d)

<i>Duration</i>	<i>Activity</i>	<i>Description</i>	<i>Materials to be used</i>
		forms, the lecturer displays on the screen the main achievements and conclusions). Handing out certificates of participation. Addressing the thanks for participation and closing the workshop. (5 minutes)	ComBuS – Attendance Certificate – template.doc