



OUR PROCEDURES & HOW TO CONTACT US

REMINDER...

1. BULLYING IS A DEGRADING AND HARMFUL BEHAVIOUR:

- Repetitive
- Voluntary
- Aiming at a defenseless or a more insecure person

2. Bullying is not...

- A conflict
- A misunderstanding
- A fight

BULLYING CAN TAKE A VARIETY OF FORMS:

Making fun of somebody's name, laughing at them

- Hitting, kicking
- Taking and damaging the belongings of others
- To exclude, discriminate
- Cyberbullying

THE CORRECT PROCEDURE TO TAKE WHEN YOU SUSPECT BULLYING:

Do not hesitate to send a detailed email to the class teacher and the KiVa team:

BRK-Kiva@eursc.eu

You will receive an acknowledgement email:

- **From the class teacher**, following our analysis, we conclude that the situation is not bullying.
- **From the KiVa team**: following our analysis, we conclude that it is indeed bullying.

PROCEDURES FOLLOWED BY THE KiVa team:

Analysis of the situation based on the given information in the detailed email, given by the class teacher AND the child who believes they are being bullied.

1. If the situation is Kiva approved, the intervention of KiVa includes:

- Individual discussions with the KiVa team and the pupil who is uncomfortable within the group. Encouraging him/her to describe the situation in order to reassure him/her that we are here to help.
- With the other pupils who are involved, in order to ask the pupil what he/she could do to improve the situation in which another student does not feel comfortable. All that has been suggested is noted and put into place.

- At this stage, the KiVa team will send a notification email explaining that they are taking care of the situation.
- The class teacher discusses with the classmates that they too can help the pupil in question, by acting in a positive manner to help support the pupil who is being bullied.
- After 1-2 weeks, the KiVa team will have a follow-up meeting with the pupils who are involved. This will allow the KiVa team to make sure that the situation has improved/resolved.

Once the KiVa team begins individual discussions, this shows that the KiVa team is taking care of your child's situation. The KiVa team will guide the pupils to find for themselves positive solutions. Don't worry if you do not receive by email a more detailed explanation of the situation. The KiVa procedure helps children to become more autonomous in resolving conflicts. The KiVa team works in collaboration with the class teacher.

However, if you do have questions concerning the evolution of your child's situation, you can directly get in touch with the KiVa team at this email address: BRK-Kiva@eursc.eu

2. If this is not a KiVa situation:

- The class teacher will discuss with the pupils to help resolve the conflict/incident in order to put in place concrete solutions to improve the atmosphere in class.
- Reinforcement KiVa activities can be suggested to the class teacher
- A meeting with the Deputy director can be organized depending on the severity of the situation.

The KiVa team does not accuse or punish anybody but helps develop empathy and positive solutions. The actions carried out require the collaboration of parents in all phases, and the acceptance of these rules.