

**Bullying
Self-help Guide**

Work through this guide with your child

Note details of the incident such as:

- Dates
- Times
- Places
- Who (if known)
- What effect has the harassment/intimidation had on your child?
- What policies, laws, etc. apply to this situation
- What are your child's rights & responsibilities
- What are the system's rights & responsibilities

1. Note details of the incident(s) in your child's words.

2. State clearly what the issue is (to help you communicate your complaint).

3. Talk with your child and list ideas for solving the problem.

Actions taken: *It is important to keep all of your information together for easy reference including records of conversations and correspondence you have sent and received, etc. Attach sheet if necessary.*

Note details such as:

- Who you talked to
- When
- How (letter, telephone, fax, etc.)
- Who is investigating the incident
- What the investigator will do
- What you agreed to do
- When and how the investigator will get back to you
- When you need to call the investigator back
- How the school will keep your child safe and identity confidential
- What counselling or other services are available should your child need help
- If necessary, how your child's transition back into school will be handled
- Who you should talk to if you or

Date/Time: _____ **Contact:** _____

by: phone person letter

Action:

Outcome:

Date/Time: _____ **Contact:** _____

by: phone person letter

Action:

Outcome:

Date/Time: _____ **Contact:** _____

by: phone person letter

Action:

Outcome:

your child have further concerns.

- Do you need to call the police
- Do you and your family need support