

CHALLENGING BULLYING BEHAVIOUR

in _____ Primary School

GUIDANCE TO ALL TEACHERS on ADMINISTERING THE PUPIL QUESTIONNAIRE

Please note that the questionnaire is designed to be used with pupils in years 4 - 7. In order to get the most accurate information from the pupils, it is important that:

- pupils are fully aware of what is meant by bullying behaviour
- the statements are explained to all pupils before they are asked to respond.

To ensure confidentiality:

- pupils do not write their names on the questionnaire
- appropriate procedures are used in collecting the questionnaires.

OTHER IMPORTANT POINTS:

- ❖ The questionnaire should take no longer than 30 minutes to complete.
- ❖ Early in the day would be the most appropriate time for completion.
- ❖ The questionnaire should not be completed after any event that might cause perceptions to be uncharacteristic.
- ❖ The whole class can complete the questionnaire at the same time, taking account of seating arrangements and the need for privacy in responding.
- ❖ Emphasise to the pupils the importance of honest views. Tell the pupils how their feedback will help the school.
- ❖ Children may feel the need to disclose further concerns, in confidence. This information will need to be handled according to agreed procedures.
- ❖ Remind the children that there are 4 possible answers to each question and that they need to read these before responding. The first statement (0) has been included to give an opportunity to practise filling in the questionnaire.
eg. I like ice-cream
TRUE or MOSTLY TRUE or HARDLY TRUE or NOT TRUE
- ❖ Thank the pupils for their help.