Guide for senior students: Running a bullying prevention project in your school

The Guide for senior students provides information and resources for student leaders in Years 10 to 12 who want to run a bullying prevention project or campaign in their school.

Working together, student leaders can run many types of bullying prevention projects, including peer education, mentoring younger children and awareness-raising campaigns.

Ensure you coordinate with school activities related to bullying and keep staff informed of the progress of your project.

This guide will help you develop a project or campaign, and guide you in the all-important planning and decision-making that make a project successful. You can adjust your plans to fit the needs of your own school and community.

Running a bullying prevention project using the guide, you will be able to:
• recognise bullying when it’s happening — whether in person or online
• promote effective ways to prevent and respond to bullying among students
• involve other students in a bullying prevention project or campaign
• work with partners, including school staff, community organisations and the media
• evaluate, and give the school feedback about, your bullying project.

Steps to run a project

1. Getting prepared

Begin by recruiting other senior students to form your project team. Include students from a wide range of backgrounds, since each one will be able to provide a unique perspective that builds a creative project. The more diversity, the better!

Next, approach an appropriate member of school staff (e.g. the deputy, senior school adviser, principal, school counsellor, teacher) to tell them that you want to run a project and how you plan to go about it. Ask the staff member to serve as your team adviser. Arrange a meeting with your team adviser to discuss what you all know about bullying, about the needs in your school, and about ways that students can be involved in the school’s bullying prevention approach.

Review resources at Bullying. No Way! to learn about bullying and bullying prevention:
• What is bullying? (four videos)
• Bullying is NEVER OK! (one video for students 9 to 13 years of age)
• Our special superpower (one video for students 9 to 13 years of age)
• Classroom discussion starters for each video (Activity 2).

These resources will help you understand the basics of bullying prevention and effective strategies students can use.
Complete Step 1 by checking off:

- We are prepared with enough information about bullying prevention.
- We have a good idea about what the school does already in bullying prevention.
- We have a staff member to provide advice and help.

2 Decide on your project focus

To decide about what your project focus will be, discuss in your project team:

- What do we think needs to be added to what the school already does?
- Who would we like to target with a project and why (e.g. whole school, Year 7 students)?
- What would we like to see our project achieve?
- How long would this project take? Is that feasible with our other commitments?

Remember that involving others in the planning process is just as important as completing the final project. Be sure that all ideas are heard and considered.

Set clear rules about privacy. It is important that anything said during team meetings is kept private within the group. Examples about specific bullying incidents may need to be talked about, but names should not be shared publicly. For instance, members could use the names of cartoon characters in place of the actual names of people in a story (e.g. ‘Donkey often bullies Shrek about the fact that he is overweight’).

Take time to come up with a project purpose and goals. Meet a few times as a project team to review your ideas and any new information you have gathered as you develop your thinking. Check out the Bullying. No Way! website for information about key bullying prevention messages.

One important consideration is whether you are thinking about a short-term or a long-term project. Short-term projects are more practical and can be more satisfying for the project team. For long-term projects, it is essential that you have thought about how it will continue when you have left the school.

Ideas for projects (there are many others!):

- Survey middle school students about their knowledge about bullying and share your findings with the school staff.
- Use the Perspectives on student bullying activities with the senior students and share the results with other students.
- Mentor Year 7 and 8 students to practise effective bystander strategies.
- Run an event with the whole school community to raise awareness about everyone’s role in preventing bullying.
- Make a school video, play, display or other creative presentation that makes a positive statement about your school being a place where everyone is welcome.
- Review the school anti-bullying policy with school staff and the wider school community.
- Set up a buddy support system between seniors and Year 7 students.
- Make a permanent school mural or other creative project that incorporates statements from the whole school community about standing together against bullying.
Complete Step 2 by checking off:

- We have considered everyone’s ideas to come up with a plan for the project.
- We have decided on a name for the project that will help make other students interested.
- We can state the purpose and goals for our project (see ACTION PLAN: Our bullying prevention project at the end of the guide).
- We can state what we want the project to produce or achieve when it is completed (think of one to three goals).
- We are ready to meet (along with our staff adviser) with the school administration team to explain our project and what we aim to achieve (check the list in the next section).

Meet with your school administration

Getting support for your project from the school administration is vital, particularly if you want to involve community members such as police, local cultural leaders, businesses and health services professionals.

Organise a meeting with members of the school administration and a few of your project team. You can present your project proposal in this way:

- the purpose of your project, how you came up with it, and why you think it is a good idea
- what your project will produce or achieve when it is completed (e.g. a mural, student knowledge)
- how you plan to run the project and when (you can show them the Action Plan form you will complete)
- who will be involved in running it and whether other helpers/staff may need to be involved
- if you will be using any funds in the project (and how you will get the funding)
- if you will need for the school to send home invitation/permission letters to parents/caregivers for students to participate (prepare some information for this before your meeting)
- if you will need participating students to sign media release forms (unless the school already has those). You will need media release forms to allow sharing any pictures, videos and stories about your project with newspapers and your school’s social media sites.

Complete Step 3 by checking off:

- We have support from the school administration.
- We have permission forms and media release forms organised (if needed).
- We are ready to start a detailed action plan.

Complete the action plan for the project

Make any changes to the first sections of the action plan for Purpose, Achieve and Produce based on your meeting with the school administration team.
Next, develop a timeline and a detailed action plan for the project. Plan the timeline for the project by listing in order the different activities the group will need to do. You can use the sample at the end of this guide. Think through all the steps before you begin and check if the project will need any funding. If yes, think about where you will obtain it.

Assign tasks and roles based on the timeline. Throughout the project, be certain to emphasise teamwork and that all students are engaged and ‘own’ a role or task.

You can update at each meeting as the project develops and have somewhere to record things as they are done or if new actions come up.

**Example timeline and action plan**

<table>
<thead>
<tr>
<th>Timeline and date</th>
<th>Activity (example)</th>
<th>Who will do this</th>
<th>What is needed</th>
</tr>
</thead>
</table>
| Week 1 Mon 27 Feb | • Book school BBQ space  
• Send information home in school newsletter about community breakfast planned for NDA on 17 March | Ellen  
*Cultural captains (Jake and Chi) with deputy principal* | • $10 fee  
• Text and picture for the newsletter |
| Week 2 Mon 6 Mar  | • Set up a poster-making table under B block at lunch each day with craft materials | *M = Jane and Eddie*  
*T = Eammon and Missy*  
*W = Ruby and Josh*  
*Th = Chi and Ellen*  
*F = Jake and Brianna* | • Posters printed out to write on  
• Lots of marker pens  
• Large folder to store completed posters |
| Week 3 Mon 13 Mar | • Display all the completed posters in assembly areas under cover  
• Send an invitation to local newspaper for event | Ellen | • Blu Tack  
• Protective plastic coating  
• Email to newspaper |
| Week 3 Fri 17 March | • Arrive early to set up BBQ  
• Start cooking by 6.30 am  
• School captain to meet journalist at 7.00 with students for photo  
• Parents to arrive 7.00  
• Finish and clean up 10.00 | *Helpers = all project team and Mr G and Ms F*  
*Ellen to meet journalist and do short talk to parents*  
*Mrs J to take photos for school website* | • Food, sauce, napkins  
• Tables  
• Gas and cooking gear  
• Rubbish bins  
• School camera |

**Complete Step 4 by checking off:**

☐ All members of the team are still agreed on the purpose and goals of the project.

☐ We have a project name that will interest other students.

☐ A timeline has been developed.

☐ The actions have been written down in detail.

☐ We have considered a budget if necessary.

☐ We have meetings set for the project team to continue discussions about our bullying prevention project.

☐ Notes have been recorded at each meeting.
5 Run the project, campaign or event

Run the project, campaign or event at the school, showcasing what you have learned about how to prevent bullying. Involve every person on the team.

Seek input from adult advisers in showcasing the event. Invite parents, members of the school board, city council, tribal leaders, community leaders, the mayor and the media.

Celebrate your project! Provide certificates for the team members and take a team picture. See Bullying, No Way! for certificates you can use.

Complete Step 5 by checking off:

☐ All members of the team received a certificate or other acknowledgment celebrating the completion of our project.
☐ Our project photos and story have been sent to the media, school social media site, etc.

6 Evaluate the project

A few days later, meet with the project team and your staff adviser to review the project — both the outcomes and the process of running it.

If you think it would be useful, summarise your project and what was achieved and what you learned and share it with the school administration team.

Project outcomes:

• What happened? What did you accomplish?
• Were you successful in what you planned to achieve (goals) and products (things you made)?
• If you conducted a survey with students before and after the project, what did the results tell you?
• What feedback did you get from students who participated?
• Does your project lead to any suggestions for the school community or for the school administration team?

Project process:

• What did you learn about running a project?
• What contributed to the successes?
• What were your challenges and obstacles?
• What can you say about how the team worked together?
• Did adults support your work?
• Did adults allow you to lead the project in all aspects?
• If you could do something differently, what would it be?
CHECKLIST: Our bullying prevention project

**Step 1 Getting prepared**
- We are prepared with enough information about bullying prevention.
- We have a good idea about what the school does already in bullying prevention.
- We have a staff member to provide advice and help.

**Step 2 Decide on your project focus**
- We have considered everyone’s ideas to come up with a plan for the project.
- We have decided on a name for the project that will help make other students interested.
- We can state the purpose and goals for our project.
- We can state what we want the project to produce or achieve when it is completed.
- We are ready to meet (along with our staff adviser) with the school administration team to explain our project and what we aim to achieve.

**Step 3 Meet with your school administration**
- We have support from the school administration.
- We have permission forms and media release forms organised (if needed).
- We are ready to start a detailed action plan.

**Step 4 Complete the action plan for the project**
- All members of the team are still agreed on the purpose and goals of the project.
- We have a project name that will interest other students.
- A timeline has been developed.
- The actions have been written down in detail.
- We have considered a budget if necessary.
- We have meetings set for the project team to continue discussions about this bullying prevention project.
- Notes are recorded at each meeting.

**Step 5 Run the project, event or campaign**
- All members of the team received a certificate or other acknowledgement celebrating the completion of our project.
- Our project photos and story have been sent to the media, school social media site, etc.

**Step 6 Evaluate the project**
- The project team met to discuss how the project went and to decide if we will send a summary report to the school administration team.
ACTION PLAN: Our bullying prevention project

Project name _______________________________________________________________

Purpose of the project (e.g. raise awareness about bullying, help students feel safer)

____________________________________________________________________________

Project will achieve (e.g. students will use safe and supportive bystander strategies)

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________

Project will produce (e.g. video, mural, play, lessons for junior students)

____________________________________________________________________________

Timeline and action plan
List of all activities the group will need to do.

<table>
<thead>
<tr>
<th>Timeline/date</th>
<th>Activity</th>
<th>Who will do this</th>
<th>What is needed (money, people, materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>