

Anti-Bullying Survey November 2015 – Step by step guide (Please ensure staff member organising the survey has a copy of this)

1. Select participants from Years **5-10** (ensuring that each year group has a **minimum of ten pupils**) and provide access for each pupil to an internet enabled computer so they can complete the survey individually. Please note the more pupils who participate the more useful the survey results are for schools. Ideally this would be the whole of specific year groups in the school population. In some secondary schools where this is not possible then they should consider sampling no less than 40% of the entire school population across all years, to provide more statistically robust data.

2. Brief pupils – the briefing should include the **definition of bullying (see below)**, purpose of survey, how long it will take to complete, when and how feedback will be received, reassurance of the participant's anonymity and where to go for further advice about bullying. Pupils should be made aware that participation is voluntary and they may choose not to answer some of the questions, but the benefits of taking part should also be made clear.

Clarify the definition of bullying

Participants need to be clear about what bullying is and what bullying is not. A brief explanation before logging onto the survey would be helpful. For the purposes of the survey, the definition of bullying is: **"Bullying means people doing nasty or unkind things to you on purpose, more than once, which it is difficult to stop."** You need to clarify that bullying is different from a situation where two friends of equal strength have the odd fall out or quarrel. Older pupils may find it easier to understand the following definition which emphasises the three key characteristics of bullying:

- It is deliberately intended to hurt.
- It is repeated often over a period of time
- It is difficult for the bullied to defend themselves i.e. there is a power imbalance.

3. Log onto www.smartsurvey.co.uk/s/Anti-bullying2015. At the bottom of the first page, the participant will be prompted to select the school's name from a drop down menu. Schools which are named after Saint's should take care as there may be more than one school of that name but we have put the location to make it easier to identify these schools. Ensure your pupils know the full name of your school and **check they click on this detail as they will not be able to complete the survey without doing so and this could result in fewer results for your school.**

4. Who can I talk to about the survey?

If you'd like more information about the survey, please contact Rita Adair on 01603 307567 /07917 215202 or rita.adair@norfolk.gov.uk.

If you have any technical difficulties completing the survey, please contact Chris Williams on 01603 495107 or chris.williams2@norfolk.gov.uk.

If you have any difficulties accessing your results, please contact Mark Alexander on 01603 228907 or mark.alexander@norfolk.gov.uk .