Policy Checklist

The following is a checklist to success in building a cyberbullying policy in your jurisdiction

Note as we work on administrators manual we will make changes to this list as necessary

La promotion des relations et l'élimination de la violence
Promoting Relationships and Eliminating Violence

PREV/Net

PREVNet Community of Practice: Checklist for Bullying Prevention Policy

This checklist is intended for schools and other youth-serving organizations to create, review or revise bullying prevention policies. It is based on PREVNet's perspective on the empirical evidence base and best practices. The framework is consistent with the UN Convention on the Rights of the child (http://www2.ohchr.org/english/law/crc.htm) . Further information and supporting resources can be downloaded from: www.prevnet.ca

Please rate the extent to which your policy is aligned with the following components of an effective bullying prevention policy for youth serving organizations.	Yes	Some-what	No	Don't Know
1. Your organization has a policy that explicitly pertains to bullying.				
2. The policy was created with stakeholder involvement, including children/youth, parents, staff, and volunteers				
3. The policy includes a clear definition of bullying including:				
Power imbalance in bullying				
Different forms of bullying				
Perceived or actual harm and distress due to bullying				
Members of certain groups more vulnerable				
4. The policy includes a clear reference to the importance of healthy relationships, including rights and responsibilities for:				
Mental and physical safety of self and others				
Respect for self and others				
Feeling valued and a sense of belonging				
5. The policy clearly describes to whom, when, and where it applies, for example:				
To all children/youth, parents, staff, and volunteers				
During organization sanctioned events and/or other interactions				
Both face-to-face and online (i.e., electronic communication)				

Please rate the extent to which your policy is aligned with the following components of an effective bullying prevention policy for youth serving organizations.	Yes	Some-what	No	Don't Know
6. The policy affirms the importance of bullying prevention and intervention, and mandates:				
Developmentally appropriate programming for children/youth to educate about rights and responsibilities, forms of bullying, the role of bystanders, and the organization's policy				
Adequate time and resources allocated to training all staff/volunteers (including new staff/volunteers)				
Adequate and accessible documentation and forms to implement policy				
Adequate supervision and monitoring of children/youth				
Parent/guardian education about the organization's bullying prevention policy				
A safe , clear, confidential and accessible reporting structure for everyone				
7. The policy describes clear responses to children/youth who have bullied others including:				
Progressive Action – a continuum of responses that start with "formative" or educational consequences that develop social understanding, attitudes and skills needed for healthier relationships. If bullying behaviour is repeated, educational consequences increase in severity				
Responses that take into account the unique individual, family, group dynamics, and situational factors				
When to notify parents/guardians and involve them in working through the problem				
A follow-up plan to monitor bullying behaviour as long as necessary to ensure it has stopped				
8. The policy describes clear responses to children/youth who have been victimized by bullying, and who have witnessed bullying including:				
Protection and emotional support				
Implementation of an individualized safety plan and ongoing monitoring as long as necessary to ensure victimization has stopped and the continued participation of children/youth who were victimized or witnessed bullying				
When to notify parents/guardians and involve them in working through the problem				
9. The policy specifies clear **roles** and **responsibilities** for all personnel and volunteers with respect to:				
All adults and youth leaders model healthy relationships at all times				
Monitoring peer interactions and group dynamics; responding to observations of bullying behaviour or reports of bullying; investigating bullying issues				
Reporting bullying issues: within specified channels of the organization's				

Please rate the extent to which your policy is aligned with the following components of an effective bullying prevention policy for youth serving organizations.	Yes	Some-what	No	Don't Know
management structure, to parents/guardians, and to external organizations consistent with existing Duty of Care policies and local legislation				
Making decisions regarding Progressive Action for children/youth who bully				
Assuming responsibility for implementation and follow-up when bullying issues arise				
Increased educational programming, supervision and monitoring for groups of children/youth in which bullying has taken place				
Evaluation of bullying prevention and intervention initiatives				
Accountability to stakeholders for the Bullying Prevention Policy				
Reviewing and updating the policy at specified intervals based on internal evaluation findings and current research literature				