

Guideline: Meeting with the affected student

- Introductory phase

Build a relationship

Build trust

- Share your observations

→ I have noticed that...

→ I don't see you any more...

→ Your parents are worried...

- Ask the student to express his/her thoughts and feelings

→ Do you like coming to school?

→ Do you feel good in your class?

→ How are you?

- Inquire whether the student wants to change the situation

→ This is a difficult situation

→ Do you want things to change/to improve?

→ I am sure that we can do something to modify what is happening. Would you like that?

- Convey confidence

→ A lot of students have gone through similar experiences as you and found a way out.

- Show interest and commitment

→ What is happening to you cannot be tolerated.

→ I want every student to be able to attend school without fear - that includes you.

- Procedure will be explained

→ I will have a meeting with some of your classmates.

→ Together with them I will think about ways to improve the situation for you and the whole class.

→ The group will consist of students you like but also include those who are causing your problems.

- Take away the burden of the student

→ You don't have to become active. I will take care of it.

- Convey safety

→ It is important for you to know that nobody will be punished or will get in trouble.

- Who should belong to the support group?

- Bullying protagonists

→ In order to be able to do something for you I need to know who is participating in giving you a hard time.

→ Who is bullying you? Anybody else?

- "Neutral" students

→ Friends

→ Who do you get along with?

- Confidentiality

→ Student expresses what should not be mentioned.

- Agree on a date for a follow- up meeting