1. Focus on the whole school environment

The OBPP is a comprehensive, school-wide program that involves the entire school community in the form of school-wide interventions, classroom activities, and individual interventions. To reduce bullying, it is important to change the climate of the school and the social norms with regard to bullying. It must become normative for staff and students to notice and respond when a child is bullied or left out. Since bullying is not the sole responsibility of any single individual at a school, it requires buy-in and efforts of everyone in the school environment—teachers, administrators, counselors, other non-teaching staff (such as bus drivers, nurses, school resource officers, custodians, cafeteria workers, and school librarians) parents, and students.

2. Assess bullying at school

The Olweus Bullying Questionnaire (OBQ) is an anonymous, research-based survey administered to students that assesses the nature, extent, and location of bullying problems in a school. Adults are not always accurate in estimating the prevalence of bullying at their school and are frequently surprised by the amount of bullying that students experience, the types of bullying that are most common, or the “hot spots” where bullying happens. Surveying annually is recommended to determine program effects.

3. Form a group to support bullying prevention activities

The Olweus Bullying Prevention Coordinating Committee (BPCC) is a representative group from the school that includes an administrator, a teacher from each grade, a member of non-teaching staff, a school counselor or other school-based mental health professional, a parent, and a community representative to serve as the leadership team for program implementation at the school. The BPCC undergoes a comprehensive, highly organized two day training by a Certified Olweus Trainer/Consultant. This team then meets at least monthly to plan bullying prevention activities, train and motivate staff, students, and parents, and ensure that efforts continue over time.
4. **Train all staff in bullying prevention**

The BPCC ensures that administrators, faculty, and all other staff are adequately trained to understand the nature of bullying and its effects, how to respond if they observe bullying, and how to work with others at the school to help prevent bullying from occurring. Every adult should receive clear guidance about how to identify bullying and opportunities to role play intervening in bullying situations. Initially, staff participate in six hours of training. Ongoing professional development is provided through monthly staff discussion groups.

5. **Establish and enforce school rules and policies related to bullying**

The OBPP recommends that schools adopt four straightforward rules about bullying:

- We will not bully others
- We will try to help students who are bullied
- We will try to include students who are left out
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Rules are taught to students and are posted throughout the school. Appropriate methods of positive reinforcement and corrective consequences are developed to ensure that students are aware of adult expectations that they refrain from bullying and help students who are bullied.

6. **Involve children in regular discussions about bullying**

Allow for student voice in bullying prevention to engage children and youth as active partners in creating and maintaining a safe and humane school climate. Regular class meetings, or student circle discussions, are a core component of the OBPP classroom activities. Teachers (with the support of administrators) should set aside class time each week (or every other week) to discuss bullying, peer relations, and other social and emotional issues with students. These meetings help teachers keep their fingers on the pulse of students’ concerns, foster mutually respectful relationships between adults and children and between peers, and provide tools for students to address bullying and other social problems. A student advisory group can also be formed to focus on bullying prevention and provide valuable feedback to adults.

7. **Increase adult supervision in locations where bullying occurs**

The Olweus Bullying Questionnaire provides information to help schools identify hot spots where bullying occurs, allowing the BPCC to refine the school’s supervisory system so bullying is less likely. Bullying tends to thrive in locations where adults are not present or are not vigilant. Once bullying hot spots have been identified, the BPCC reviews and coordinates ways to increase adult presence in these locations.

8. **Intervene consistently and appropriately in bullying situations**

The OBPP encourages staff to intervene when bullying is witnessed, suspected, or reported, and provides training so all staff are well prepared to intervene when necessary. The six step on-the-spot intervention guides all staff in what to do if they witness bullying first-hand. Follow-up interventions provide staff with actions to take when bullying is reported or suspected but not witnessed.
9. Garner parent support for bullying prevention

The comprehensive components of the OBPP include resources that encourage parental involvement from the planning stages through implementation. Parents need to hear that the school is concerned, aware, and actively working to stop the bullying. They are an integral part of school-wide efforts, classroom activities, and in individual bullying situations involving their child. Parent meetings and ongoing communication strengthen home-school connection while building support for program implementation.

10. Provide ongoing support

OBPP implementation is a highly supported process created by a multi-layered system of consultative support. School-based leadership teams receive ongoing assistance from a Certified Trainer/Consultant. This OBPP representative, in turn, receives mentoring support from the program’s United States home-base at Clemson University’s Safe and Humane Schools through consultation with an Olweus Technical Assistance Consultant. This tiered support structure along with materials developed by the OBPP provide schools with everything needed to implement the program with fidelity.

11. Continue efforts over time

Successful bullying prevention requires a long-term commitment. The OBPP is a framework for creating systemic change to build a school climate that doesn’t allow bullying to happen. Attitudes and norms in a school setting don’t change overnight, but they can and will shift over time. There should be no “end date” for bullying prevention. It require continuous attention and should be woven into the entire school environment to become a daily part of school life. The OBPP can be successfully integrated with other universal prevention efforts to create safe and humane school communities.

