

KiVa Staff Survey: Instructions for school staff

The staff survey will be open from 1 June to 31 July. Staff members should familiarise themselves with these instructions in advance before participating in the survey, which takes approximately 5-20 minutes to complete, depending on the respondent's role.

General information

- The staff survey investigates the delivery of the KiVa program, the KiVa team's actions and co-ordination of the program in your school.
- The results of the survey will be available in the KiVa intranet as soon as the survey closes. Only **coordinator level users** with personal user accounts have access to the survey results. It is, therefore, their responsibility to make sure that the results are presented to the school staff and discussed together.

The results of the survey give important information on your school's level and quality of implementation. Remember to use these results to reflect on the past school year, plan the future actions, and thus improve the implementation of the program for the future.

Who should participate?

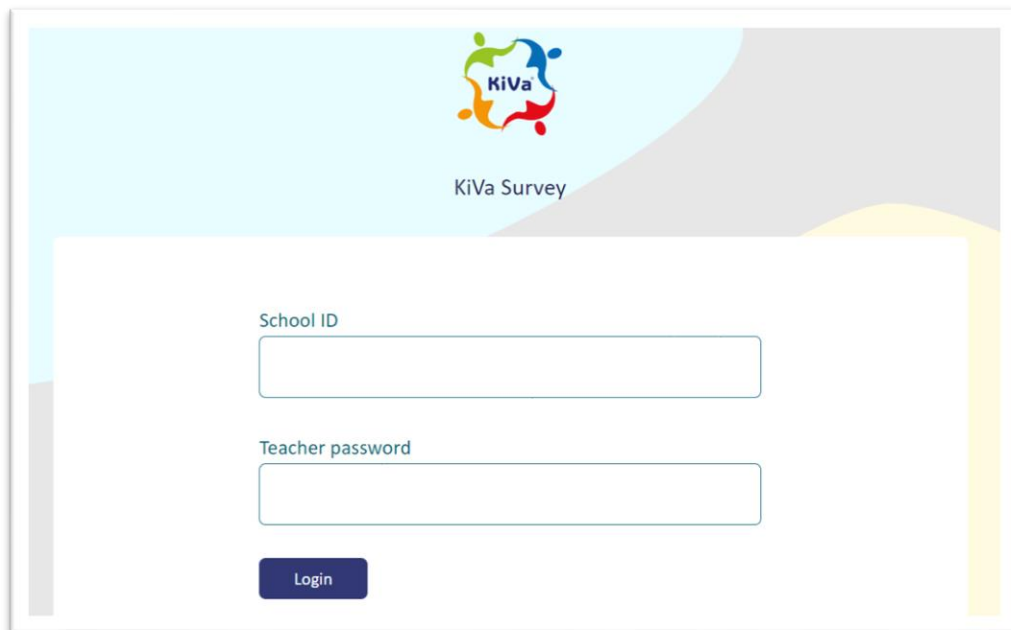
- **All staff members** who have been delivering KiVa lessons/themes during the past school year. If a class has been taught KiVa lessons by more than one teacher, only one teacher needs to take the survey.
- **One** KiVa team member or the person who is responsible for the co-ordination of the program in the school

Instructions

- Note: Apart from using a desk computer, it is possible to take part in the survey using almost any kind of **mobile computer with access to the internet**. Such mobile devices include an iPad, iPhone, and various Android-based smartphones and tablets.



- To access the survey, go to <https://staffsurvey.kivaprogram.net/> and log in with the *school ID* and *teacher password*.



- If you have been delivering KiVa lessons, be prepared to answer questions regarding the KiVa curriculum – its delivery and your opinions on the effects.
- If you are a KiVa team member, team leader or KiVa co-ordinator, you will be asked to answer questions on the co-ordination of the program in your school as well as about handling bullying incidents. Familiarize yourself in advance with the printed version of the survey and check *how many bullying cases have been screened and solved during the school year*.
- A printed version of the survey is available in the KiVa intranet (click 'all materials' → choose your language → choose 'KiVa material', → choose 'other')

Thank you for your cooperation!

