



We are a KiVa school!



Instructions for schools on how to use the KiVa materials

An important part of the KiVa program is to communicate to everyone that the school is a KiVa school where bullying is not tolerated. The KiVa program provides materials which help the schools to make the program visible in the school premises as well as online. The materials include information on KiVa, the KiVa logo, posters and recess monitors vests. In addition the schools have a possibility to get a KiVa certification. This manual provides tips and instructions on how to use the materials provided.

1. Visibility of KiVa on the school web pages

All KiVa schools should have basic information on the KiVa program on their website:

- » **What is the KiVa program and how does it work?**
- » **Who is the school's KiVa coordinator and who belongs to the KiVa team?**
- » **Where can more information be found?**

Depending on the structure of the school's website the KiVa program can be displayed directly in the main menu or under, for example, Student well-being or Information for Parents.

Here is an example text that you can use and modify according to your school's needs:

KiVa is an antibullying program that has been developed at the University of Turku, Finland, with funding from the Ministry of Education and Culture. The program is research-based which means that the effectiveness of KiVa has been proven scientifically. The KiVa program:

- » ***Decreases the amount of bullying cases***
- » ***Intervenes in on-going bullying***
- » ***Promotes students' well-being, their liking for school and academic motivation***
- » ***Reduces anxiety and depression and improves students' perception of the school climate***
- » ***Makes the school a safer place for all students***

The KiVa program is meant for the whole school. It includes actions that aim to prevent bullying and actions that intervene in on-going bullying cases. Both are needed as no prevention efforts will make bullying disappear once and for all. The preventive actions include student lessons and online games and are directed at all students. The intervention actions are to be used when a bullying case has emerged. Monitoring is also an important part of KiVa so that the school knows that the program is bringing a change for the better.

As a part of the KiVa program, a KiVa team has been formed. The role of the team is to tackle specific bullying cases together with the teachers. Our school's KiVa team consists of *(insert here the names and/or titles of the team members.)*

The school coordinator of the KiVa program is name *(and contact information)*

More information on KiVa: www.kivaprogram.net *(Choose your country)*



In addition to the basic information, it is also possible to include links to any additional material, such as if there has been media coverage of implementing KiVa.

2. Using the KiVa logo

KiVa and the KiVa logo are Registered Trademarks of the University of Turku. It is forbidden to modify the KiVa logo or design a new logo for KiVa. If your school has guidelines regarding the use of the school logo, both instructions should be followed.

The registered KiVa schools have the right to use the KiVa logo on their website where they offer information on KiVa. All other KiVa materials that use the KiVa logo are provided by the partner. Schools do not have the right to produce any additional KiVa material or use the KiVa logo in other products not provided by the KiVa Licensed partner.



3. Display the KiVa posters on the school hallways

The KiVa material includes posters, which remind students that the school is a KiVa school where bullying is not tolerated. It is recommended for the posters to be displayed in school hallways from the beginning of the first day of the school year on. Good places to stick the posters are, for example, the main hallway or near the school cafeteria.



4. How to use the recess monitors' vests?

The idea behind the vests with the KiVa logo is simply to enhance the recess monitors' visibility. It is recommended to start using them from the beginning of the school year. In addition to increased visibility, the vests help children to recognize recess monitors (which is not always obvious in large schools); an adult walking around the schoolyard is in fact a recess monitor and not just a passer-by or a parent visiting the school.

The vest reminds not only the children but also the recess monitor of the monitor's duty to ensure each and every student's safety, reduce the possibility of bullying, and tackle bullying cases and other problematic situations. The consistent use of the vests can increase the sense of security among children.



- » Instructions about the use of the vests can be given at the staff meeting where general information on the KiVa program is provided. If the recess monitors are not teachers or other regular staff of the school, it is advisable to invite them to the staff meeting as well.
- » The vests should be stored in a place where they are easily accessible for whoever has the recess monitor's turn/shift, for example in the teachers' lounge.
- » In order to function as a preventive factor against bullying, it is important that the use of the vests is consistent. Therefore all teachers/recess monitors need to commit to the use of the vests and remind others if needed.



5. Is your school a certified KiVa school?

The KiVa program has a certification system that assures that the quality of implementation meets the KiVa criteria. All registered KiVa schools can have the KiVa logo to show, that the KiVa program is being used in the school. After implementing the program for at least one year the school can apply Basic level certificate. After two years of implementation the school is eligible to apply for Advanced level certification.

KiVa certification is a sign that your school is taking bullying seriously and is using an effective, evidence-based program to tackle it. Your partner will provide you with more information on the certification process as well as the certification criteria. A certified school gets

- » a printed certification that can be exhibited, for example near the school entrance
- » a digital certificate that can be included on the website, for instance on the main page or on the same page as where the KiVa program is presented.

