

## KiVa information about indicated actions

KiVa intervention consists of:

**1. Individual discussion with KiVa team member/s.**

*a) With the pupil not feeling at ease within the group:*

Pupil describes the situation and the KiVa team member shows that s/he is there to help.

*b) With the other pupils involved:*

Pupil is asked what s/he could do to improve the situation where another pupil is not feeling at ease. The things which have been suggested and agreed on are noted.

After 1-2 weeks:

*c) KiVa team will have an individual follow-up talk with pupils involved:*

Has the situation changed for the better?

When the KiVa team starts individual discussions, it means that the KiVa team takes care of your child's case. The KiVa team will guide the pupils to find positive solutions by themselves. There's no need to be worried if you don't have more detailed information about the case after the notification email. The KiVa procedure helps children to become autonomous in solving conflicts. The KiVa team works in cooperation with the class teacher.

If however you have questions concerning the case of your child, you can contact the KiVa team directly at this email address :

For Primary: [list-lux-pri-kiva@eursc.eu](mailto:list-lux-pri-kiva@eursc.eu)

For Secondary: [list-lux-sec-kiva@eursc.eu](mailto:list-lux-sec-kiva@eursc.eu)

**2. Individual discussion between the class teacher/principal teacher and classmates who could help the pupil in question.**

If appropriate, the class teacher/principal teacher can ask if the pupil's classmates could act in a positive way to help and support the pupil who is either feeling ill at ease or is being bullied.

**The KiVa team doesn't accuse or punish anyone, but helps to develop empathy and positive solutions.**