

Bully Busters Training Pack

Meeting Guidelines

Start: introduce your self and welcome them into the meeting place. Invite them to sit down.

Confidentiality: Before any discussion takes place you will need to inform them of the confidentiality agreement. Confidentiality is keeping something between two people unless it involves harm to any of the people involved. The Bully Busters confidentiality agreement is: **I have to tell you that we have 15 minutes today and that anything you tell me will be kept between you and me unless it involves harm to you or other people around you.**

Minimal responses: As you are listening to them describing what has been happening make them aware you are listening to what they are saying by using minimal responses. These are simply nods of the head or other responses that do not involve speech.

Then give them any advice that they need: The main piece of advice to give is to tell them to keep telling people.

At the end of the meeting you should finish by telling them that they are welcome to organise further meetings to discuss any problems they may be having.

Marking Form

Skill	Completed	Comments	Signed
Start of meeting			
Confidentiality			
Minimal responses			
Advice			