

***Steps to Respect* Staff Snapshot Survey**

Introduction

Description and purpose: Taking a “snapshot” of your school prior to program implementation can provide information about staff perceptions of bullying problems at your school and the level at which the staff feels prepared to handle these situations. The Staff Snapshot Survey addresses the types of bullying behavior that the staff has observed and when and where they occurred in your school. Open-ended questions provide staff with opportunities to describe how bullying might be addressed better and prevented. Together with the Student Snapshot Survey, this survey was designed to provide a starting point for gauging perceptions of bullying problems and generating conversations about ways in which everyone can be part of the solution. **Note: This survey is not intended for use as a pre- and posttest measure.**

Instructions for use: This survey takes 5–10 minutes to complete. To ensure that staff members are candid, emphasize that the purpose of the survey is to collect a general “snapshot” of perceptions and experiences and that responses are anonymous. We recommend distributing and collecting it at the conclusion of a staff meeting in order to maximize staff participation.

Scoring: For open-ended questions (numbers 1, 6, and 7), record recurrent themes and/or list respondents’ ideas about preventing bullying and responding to bullying reports. For items 2–5, scan responses, looking for both overlap and differences among them. Note similarities and differences in perceptions of when and where bullying happens, its frequency, and the kinds of bullying behavior staff members report hearing about from students.

Interpreting results: This survey summarizes staff perceptions and opinions about bullying. Results can provide an informal picture of your school as seen through the eyes of staff. This can be used as a starting place for formulating goals and priorities in your school’s bullying prevention efforts.

The survey was not designed to be an outcome evaluation measure (such as a pre- and posttest measure) or to make comparisons across schools.

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Before we begin our bullying prevention program, we would like to find out your perceptions of and experiences with bullying in this school.

A definition of bullying: Bullying is unfair and one-sided. It happens when someone keeps hurting, threatening, or leaving someone out on purpose.

Please do not write your name on this survey.

1. What are your perceptions about bullying in this school?

2. How often do students tell you about bullying?

- | | |
|--|---|
| <input type="checkbox"/> Never | <input type="checkbox"/> Once a week |
| <input type="checkbox"/> Once in a while | <input type="checkbox"/> More than once a day |
| <input type="checkbox"/> Once a day | |

3. When do you get reports about bullying? (Check all that apply.)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Before school | <input type="checkbox"/> After lunch |
| <input type="checkbox"/> At recess | <input type="checkbox"/> After school |
| <input type="checkbox"/> After recess | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> At lunch | |

4. When students tell you about bullying, what kinds of things are they saying that they are experiencing? (Check all that apply.) Place stars by the most common kinds of bullying you see or hear about in the school.

- | | |
|---|---|
| <input type="checkbox"/> Public humiliation | <input type="checkbox"/> Ethnic, racial, or sexual taunting |
| <input type="checkbox"/> Name-calling | <input type="checkbox"/> Malicious social exclusion |
| <input type="checkbox"/> Threats | <input type="checkbox"/> Gossiping/spreading rumors |
| <input type="checkbox"/> Possessions defaced or taken | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Punched, shoved, or kicked | |

5. Where do you see or hear about bullying happening?

- | | | |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Classroom | <input type="checkbox"/> School bus |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Playground | <input type="checkbox"/> Walking to/from school |
| <input type="checkbox"/> Lunchroom | <input type="checkbox"/> Stairs | <input type="checkbox"/> Other _____ |

6. What do you do when students report bullying to you?

7. What would you like to see the school do to address bullying?