

THE PARENT'S BULLYING RESPONSE KIT

TRACK. REPORT. BE TAKEN SERIOUSLY.

By Chris Roberts, Founder of SAFE International

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WHY THIS TOOLKIT MATTERS

When your child is being bullied—whether in person, online, or both—it’s easy to feel powerless.

You’re told to “report it,” but no one gives you a clear way to track what’s happening, how often it’s happening, or how the school is actually responding.

That’s why we created this toolkit.

It’s not just a tracker. It’s your evidence. Your action plan. Your peace of mind.

If the school downplays what’s going on, you’ll have the proof.

If you need to escalate, you’ll know exactly what to say—and when.

This toolkit helps you stay calm, focused, and in control—so your child feels supported, and you feel confident you’re doing the right thing.

“If it’s not written down, it didn’t happen.”

— A core lesson from the SAFE From Bullying program

DAILY BULLYING INCIDENT TRACKER

Use this form to document any bullying-related incident your child tells you about—or that you witness yourself.

Tracking what happened, how often it happens, and how the school responds (or doesn't) gives you a clearer picture and stronger ground to stand on when you need support or accountability.

Every entry is more than a record.

It's a step toward action, safety, and being heard.



INCIDENT TRACKER FORM FIELDS

DATE & TIME

When did the incident occur?

LOCATION

Where did it take place? (e.g., classroom, hallway, bus, online platform)

TYPE OF BULLYING

Was it verbal, physical, social exclusion, online harassment, or something else?

WHAT HAPPENED?

Describe the situation in your child's words or your own observation.
Stick to facts.

IMPACT ON YOUR CHILD

What was the emotional or physical effect? (e.g., anxiety, tears, stomach aches, missed school)

WHO WAS NOTIFIED?

Did you inform a teacher, principal, or another adult?

SCHOOL'S RESPONSE

How did the school react or follow up?

FOLLOW-UP ACTION TAKEN

What steps have been taken since? What still needs to happen?

PARENT REFLECTION LOG

Use this space to reflect on how the bullying is affecting your child — emotionally, mentally, and socially.

Writing things down can reveal patterns, clarify the impact, and help you prepare for important conversations with the school.

You can also note how your child is coping, what they’ve shared with you, and how they’re behaving differently (if at all).

These reflections matter.

They tell the story behind the facts — and help you advocate with confidence and clarity.

Date	Observed Change (mood, habits, physical signs)	Notes / Parent Reflection
03/11/2025	Stopped eating lunch, very quiet after school	Said someone called him "worthless" on Snapchat — didn't want to talk at first. I reassured him and he opened up.

WHAT TO SAY (WHEN YOU'RE TIRED OF BEING IGNORED)

You've reported the bullying.

You've followed the steps.

And still — nothing changes.

Being ignored or brushed off by the school is frustrating, exhausting, and unfair to your child.

This section gives you clear, respectful email templates to use when:

- The school isn't responding
- You're being told to "give it more time"
- You need to follow up and get results

Advocating for your child shouldn't feel like a battle.

These scripts help you speak up with calm authority — even when you're tired of being polite.

EMAIL TEMPLATES

INITIAL EMAIL TO SCHOOL

Subject: Bullying Concern — Request for Action and Support

Dear [Teacher or Principal's Name],

I'm writing to report a bullying incident involving my child, [Child's Name], that took place on [Date].

They shared the following with me:

[Brief description of what happened — one or two sentences]

I'm asking for this to be addressed with care and urgency. Please let me know:

- What steps will be taken to support my child
- How the situation will be monitored going forward

I'm committed to working together and keeping communication open.

Thank you,

[Your Name]

[Your Phone Number / Email]



FOLLOW-UP TEMPLATES

SUBJECT: FOLLOW-UP: REQUEST FOR RESPONSE TO BULLYING CONCERN

Dear [Teacher or Principal's Name],

I'm following up on the concern I raised on [Date] regarding my child, [Child's Name].

I haven't received a response yet and remain very concerned. Please let me know:

- What action has been taken so far
- What support is being put in place
- What the next steps will be

I'd appreciate a prompt update so we can work together to protect my child's wellbeing.

Sincerely,

[Your Name]

[Your Contact Info]

REQUEST FOR IN-PERSON MEETING

Subject: Request for In-Person Meeting – Ongoing Bullying Concern

Dear [Principal's Name],

Given the ongoing concerns about my child's experience and our previous communication, I'd like to schedule an in-person meeting to discuss the situation in more detail.

Please let me know your availability this week or next so we can find a time to connect.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Contact Info]

SAVE THE RECEIPTS: YOUR EVIDENCE CHECKLIST

When it comes to bullying, documentation is protection.

Saving clear records shows a pattern — and makes it harder for others to ignore or downplay your concerns.

Here's what to keep and how to keep it safe:



CAPTURE EVERYTHING

Write down what happened, even if it feels small. Date it. Save it.



INCLUDE CONTEXT

Record where it happened, what was said or done, and how your child responded.



SAVE SECURELY

Store digital notes and emails in a folder. Screenshot messages or posts if the bullying happens online.



PHYSICAL BACKUP

Print important emails, notes, or screenshots and store them in a folder at home.



If your child shows you a message or social media post that might disappear, screenshot it immediately. Include the date and platform.

WHEN TO ESCALATE — AND HOW

If you're not getting results from the school and the bullying continues, it may be time to escalate your concerns. That doesn't mean being aggressive — it means being prepared. Here's how:



REQUEST DOCUMENTATION

Ask for written records of any school actions or meetings about the bullying.



GET YOUR OWN RECORDS

Keep copies of your emails, meeting notes, and the school's responses. Log everything.



CONTACT HIGHER AUTHORITIES

If the school doesn't act, consider reaching out to the school board, superintendent, or your local education office.



DOCUMENT EVERYTHING

Continue tracking new incidents, school responses, and how it's impacting your child.



PROVIDE ORGANIZED EVIDENCE

When escalating, share a clear timeline of events, saved emails, and your filled-out tracker to show patterns.

YOUR ACTION PLAN

Use this space to map out your next steps.

Dealing with bullying can feel overwhelming — but taking **one action at a time** helps you stay focused and in control.

This plan keeps you organized, accountable, and moving forward.



WHO WILL I CONTACT NEXT?

👉 (Teacher, principal, school counselor, outside agency)



WHAT ACTION WILL I TAKE THIS WEEK?

👉 (Send an email, request a meeting, document an incident)



WHAT RESPONSE DO I EXPECT?

👉 (Timeline, action plan, follow-up, investigation)



WHAT DATE WILL I FOLLOW UP?

👉 (Be specific — accountability matters)



WHAT SUPPORT DO I NEED RIGHT NOW?

👉 (Another parent, outside expert, emotional support, SAFE resources)

WHAT THE INTERNET DOESN'T TELL YOU ABOUT BULLIES

Most advice online says things like “tell a teacher” or “just walk away.”
But real-life bullying is rarely that simple.

Bullying is messy. It’s emotional. It often hides in plain sight.
And it doesn’t always look like what you expect.

Here’s what the internet often leaves out:

- ♦ **Bullies don’t always “look like bullies.”**

They can be charming, popular, even seen as leaders. That makes it harder for your child to be believed.

- ♦ **Telling a teacher isn’t always enough.**

Most teachers care deeply — but they’re overworked, undertrained, and stuck in systems that prioritize process over protection.

- ♦ **Avoiding the bully can backfire.**

It often leads to isolation, shame, and missed opportunities to build confidence and assert boundaries.

- ♦ **Bullying affects adults too.**

In workplaces, families, and online — bullying doesn’t stop after high school. That’s why it’s important to teach assertiveness and emotional safety at every age.

The **SAFE From Bullying** approach goes beyond quick fixes.

It gives families the tools, language, and confidence to protect what matters most — your child’s well-being.

GET MORE SUPPORT



ONLINE RESOURCES

For additional tools and guidance on online safety and bullying prevention, visit:

- [Internet Matters](#)
- [Childnet](#)
- [NSPCC Online Safety](#)



DIRECT SUPPORT FROM SAFE

If you need help using this toolkit — or just want to talk with someone who understands — we're here.



Email: chrisroberts@safeinternational.biz



Book a free 20-minute support call



Visit: www.safeinternational.biz

You're not alone — and your voice matters.



YOU TOOK THE FIRST STEP — AND THAT MATTERS

By using this toolkit, you've shown your child that their safety, voice, and feelings are worth protecting.

You're not just reacting to bullying — you're responding with clarity, confidence, and care.

WHAT'S NEXT?

- Keep tracking what's happening
- Speak up when needed — and follow through
- Reach out when it feels like too much

SAFE Violence Prevention & Self Defence is here to support you, whether you need guidance, tools, or just someone who gets it.