

BULLYING-FREE NZ WEEK 16-20 MAY 2022

BE HEARD



A media guide for schools



He
Kōtuinga

mahi iti,

he hua
pai-ā-rau

Small ripples
create big waves



www.bullyingfree.nz

bullying**free**nz



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Who we are

Bullying-Free NZ Week is coordinated by the Bullying Prevention Advisory Group (BPAG). BPAG is an interagency group of 17 organisations, with representatives from the education, health, justice and social sectors, as well as internet safety and human rights advocacy groups. BPAG members share the strongly held view that bullying behaviour of any kind is unacceptable and are committed to ensuring combined action is taken to reduce bullying in New Zealand Schools.

Find out more at www.bullyingfree.nz/about-bullying-free-nz/bpag-who-are-we

Why use the media?



Many New Zealanders get information and form opinions about issues through local news coverage.

Your school could contact media about wider wellbeing initiatives at your school, to showcase the great work you're doing around wellbeing and how bullying prevention fits into this work.

Bullying occurs because of what happens in peer groups, families/whānau, schools, their communities and the wider environment. This means that steps to prevent bullying and build a safe and inclusive school need to include the whole community.

Bullying is everyone's business and making sure that the whole community knows and supports their school's strategies is part of a whole-school approach.

You can use the news media to help your community understand what bullying is, the importance of preventing bullying, and how they can work with you to prevent it. It can also be a good way of promoting your anti-bullying event or project.

What is news?

For a news media outlet to be interested, your event or project needs to be interesting and newsworthy for their readers and listeners. Journalists use 'news values' to identify if something is newsworthy:

- » It is new
 - » It is happening – events, new projects
 - » It impacts people
 - » It has local significance – matters to local people and the community
 - » It includes names and actions of high profile people
 - » It is unexpected or out of the ordinary
 - » It is timely – recent event, or marks a milestone
 - » It includes conflict
 - » It includes human interest/people stories.
- Most often you will be able to identify one or more news values in your media activity e.g. "Students teaching the teachers about bullying prevention" (novelty).

To work with the media effectively, you need strong, clear key messages – these are the core things you want to say and want people to remember.

- » "All Blacks visit school" (high profile people)
- » "Wellington schools shut after transport strike" (local significance)
- » "Riverton schools involve community in Pink Shirt Day" (happening now/local significance).

The language of news is bold and simple. News is pitched to a reading age of 12 years. We scan newspapers and magazines, rarely reading every word. When we listen to the radio we are usually doing something else at the same time.

To be effective in the media you need to use the language of the media – bold words, strong statements, colourful quotes.

- » "Schools join forces to stop cyberbullying epidemic"
- » "Buddy system nips bullying in the bud"
- » "Undercover bullying system no secret weapon for college".

Developing key messages



Effective key messages are easy to understand, easy to remember, and motivate people to do something.

Examples which have successfully changed attitudes include:

- » smoking in cars harms children
- » drinking and driving kills
- » depression affects all kinds of people
- » wearing seatbelts saves lives.

Messages about supporting wellbeing and bullying prevention could include:

- » When the whole school community, students, staff and whānau work together to address bullying, positive, ongoing change happens.
- » Bullying is a serious issue which all schools face. It can have lasting negative impacts on the wellbeing of children and young people.
- » Students can take the lead to support wellbeing and prevent bullying behaviour. Here are some of the ways students are taking the lead at our school...
- » Bullying involves a power imbalance. It is usually not a one-off - it is repeated over time. Bullying can be physical, verbal, emotional or online (cyberbullying).
- » Celebrating and affirming students' languages, identities and cultures increase their sense of belonging and bullying behaviours will be less likely.
- » Prioritising ākonga wellbeing by building safe, caring and inclusive environments is central to preventing bullying.

Key messages can answer the obvious questions, for example:

- » **WHAT** your activity is
- » **WHY** it is important or different
- » **WHO** is taking part
- » **WHEN** and **WHERE** it will take place
- » **HOW** ākonga and whānau are involved.

A key message may also be a 'call to action' – something you want people to do e.g. empower students to take the lead to prevent bullying.

Students can download student action packs from bullyingfree.nz to get started.

Make sure your key messages are:

- » easy to understand – avoid jargon
- » brief / concise
- » consistent (do not contradict each other)
- » correct and verifiable.

Typically, three or four are enough – no more than five or six. They need to be statements your audience can relate to and agree with.

You can use key messages in different ways:

- » to promote what your school is doing
- » to support specific messages when responding about a particular issue such as a serious bullying incident.
- » to inform your community about something
- » to encourage parents and whānau to do something
- » to include in all of your newsletters or on social media
- » Use your key messages in all your media activity – repeating strong, clear messages reinforces the point you want to make.

Your key messages



List your key messages here. Put them in newsletters, on posters and in emails.

1	
2	
3	
4	
5	

Whiria te tangata ka puta he oranga |
Weaving people promotes wellbeing

News outlets



To be effective in the news media, you need to know who your local news media are and what they are looking for. The Community Comms Collective has a list of generic newsroom contacts, which is a good starting point when you're looking for who to contact about a story opportunity.

Newspapers

By providing news stories for your local newspaper you can ensure your community understands what bullying is and how they can work with you to support wellbeing and prevent bullying. You can also develop a relationship with the newspaper and perhaps bring the editor on board.

Dailies

Daily newspapers are usually published six days a week. They want fresh news that's happening now, like:

- » innovative new wellbeing initiatives
- » a visit or speech by an important person
- » student-led events and activities
- » human interest stories (stories about people and their experiences e.g. whānau and school staff working together to create change)
- » good news and positive outcomes.

Daily newspapers will have space for features once or twice a week. These are longer articles, which take an in-depth look at a topic or issue. Most national daily newspapers will have a reporter responsible for reporting on social issues.

Community Newspapers

Community newspapers are usually published weekly and delivered free to every household in a specific geographical area. They rely on contributions from their readership community.

Community newspapers need news that doesn't go out of date over the week, such as:

- » events
- » profiles of people and organisations
- » programmes
- » human interest stories.

Local and community newspapers are particularly keen for good images – providing photos or a photo opportunity is helpful.

Magazines

New Zealand has a range of print magazines with different audiences. Many of these publish articles on wellbeing or bullying prevention, from time to time. They include:

- » **The Listener**
- » **Women's Weekly**
- » **North and South**
- » **Metro**
- » **Next**
- » **Spasifik**

There are also many ethnic and special interest magazines. Magazines take an in-depth look at issues and people. They have a long life and may sit around for months in homes and waiting rooms.

News outlets continued



Radio

Radio is the most immediate of all news outlets. It's first with the news and can update stories hourly. Radio wants short, sharp news and stories with quotes that are easy to understand and make a point quickly and succinctly (the 20 second sound bite).

There are three national radio networks in New Zealand, plus many local and special interest stations. There are many community stations interested in publicising local events and initiatives and talking to local people about local issues. Radio New Zealand (RNZ) is our state-owned

radio network. It has no commercial advertising and has newsrooms all over the country. RNZ has documentary style programmes where issues are examined in more depth. They have a dedicated education reporter.

There are two commercial radio networks with stations nationwide:

MediaWorks Radio operate nine national radio stations including George FM, Magic, MORE FM, The Breeze, The Edge, The Rock, Mai FM and The Sound, and several local radio stations. www.mediaworks.co.nz/home/our-brands.html

NZME operate 14 radio stations including Newstalk ZB, The Hits, iHeartRadio, and Coast [http:// advertising.nzme.co.nz/brands/](http://advertising.nzme.co.nz/brands/)

Radio Waatea (waateanews.com) is a national Māori radio station and online news website, and there are a number of local iwi radio stations – find out more at www.irirangi.net

Radio NZ features a bulletin of news on topics of interest to listeners which is run several times a day.

There are 12 community access radio stations around the country, with programmes made by individuals and groups in the local community www.acab.org.nz/stations/

Pacific Media Network operate two radio stations. Niu FM is a Pacific Island radio station networked nationally www.niufm.com

Radio531pi has been bringing Pacific peoples together since 1993 pacificmedianetwork.com/stations/531-pi

“ If everybody says something, we can change everything. ”

News outlets continued



Television

Television reporters look for stories with drama that can be told through interviews and pictures. Television newsrooms are mainly located in the main centres, but there are some regional reporters for TV1 and TV3.

TV1 has **Breakfast** from 6am and regular news bulletins in the morning, early evening and late evening. **Seven Sharp** screens after the 6pm news and takes a closer look at the issues of the day. **Te Karere** covers events and stories of interest to Māori.

TV3 has **The AM Show**, **NewsHub** and **The Project** (a news/entertainment show) that screens weeknights at 7pm.

Prime has a news bulletin at 5.30pm each day.

Māori Television's news programme **Te Kāea** is at 5.30pm each day.

Television documentaries look at a topic in depth - for example, how someone has taken the lead to build a positive school culture.

Digital news hubs

Increasingly, many New Zealanders get their news online. Most major news outlets have online sites carrying the latest news and stories from across their outlets. In addition, some magazines are now only published digitally. For example:

- » TV One News at www.tvnz.co.nz/one-news
- » Newshub (TV3's online news site) at www.newshub.co.nz
- » Stuff, the Fairfax newspapers site at www.stuff.co.nz
- » The Herald at www.nzherald.co.nz
- » Scoop at www.scoop.co.nz
- » Radio New Zealand at www.radionz.co.nz
- » Newstalk ZB (Radio Network's news site) at www.newstalkzb.co.nz
- » Radiolive (RadioWorks news site) at www.radiolive.co.nz
- » The Spinoff at www.thespinoff.co.nz
- » Noted at www.noted.co.nz
- » E-Tangata at www.e-tangata.co.nz

The Bullyingfree.nz website also includes a section on sharing good practice.

Send your media releases to us too at info@bullyingfree.nz

Being in the news



There are two ways to be part of news stories:

Creating the news by releasing information such as:

- » success stories from your bullying prevention and wider wellbeing initiatives
- » a bullying prevention event at your school
- » student wellbeing survey results
- » new bullying prevention initiatives or programmes.

Responding to news such as:

- » a serious bullying incident
- » comments by public figures
- » new research on supporting wellbeing and bullying prevention.

When you have news you can:

- » phone a reporter with an idea
- » send a media release
- » write a letter to the editor
- » let your local newspapers know about a photo opportunity.

Get to know your local media personnel

Developing relationships with reporters is invaluable. Once they know you and what you do, they'll come to you for information and comment on news events. Having an existing relationship might also help bring local media on board if an

issue arises. Invite reporters to your meetings, send them your newsletters, make sure they know about events you are part of, such as Bullying-Free NZ Week, Pink Shirt Day or Children's Day.

Don't be afraid to email or ring a print journalist directly if you know of a good photo opportunity.

A media release is the most common way to let the media know about news in your school community.

News outlets get hundreds of media releases a day, so yours should stand out to be noticed. Make it newsy, easy to read, with strong statements. Media releases are written in the inverted pyramid

structure where the most important information is at the top, and the least important further down. If there is limited space, a journalist can trim copy from the bottom and still include the most important information. Always write in the third person.

Being in the news



A good press release has:

- » a strong headline to grab attention — short enough to tweet. Be local and topical
- » a clear, simple message
- » a concise lead paragraph that is interesting, succinct and sets out your main key message – if a journalist only reads as far as this, have they the essential information?
- » a second paragraph with more information that expands on the lead paragraph
- » a call to action if you want to your community to take part or contribute
- » the date, your school details, your role, and contact details
- » indicates if for immediate release or embargoed until a time and date
- » one page only.

Use:

- » your key messages
- » statistics to back up your messages
- » examples to add human interest
- » quotes to make your media release more interesting or personal, or to express a particular viewpoint (must be attributed)
- » third-party endorsements to show outcomes and build reputation (they should also be prepared to speak to media).

A media release should be sent out well in advance of the day or your event – at least one week beforehand. Also follow it up with a call to the newsroom to check they have received it and to talk to them in more detail and find out what more information they may need. That personal contact can make the difference in getting your story run.

A letter to the editor

A letter to the editor is an expression of opinion by a person or organisation. You can use it to make a statement on an issue, or to recount a personal experience, or to compliment or criticise a news outlet.

Keep letters to the editor short, otherwise they'll be shortened by the editor, who may take out your most important points. Most newspapers give a maximum word count on their letters page. Being interviewed by a reporter, whether it is for radio,

television or a newspaper article, can often take you out of your comfort zone. Being prepared is essential.

“ Kindness costs nothing but means everything. ”

Media releases & interviews



[School]
[Address]

FOR IMMEDIATE RELEASE

[School] celebrates Bullying-Free NZ Week with <event or project>

[School] staff and students are marking New Zealand's Bullying-free NZ week in May with <description of event or project here>

The [Name of Event], taking place at <venue> on <date to be added> will see the school coming together with whānau and the local community to promote a shared understanding of addressing bullying and supporting ākongā wellbeing.

Principal <name to be added> said "[statement in support of the event of project]..."

<Further description of what will take place at event, including any photo opportunities>

For more information:

<contact name>

<contact email and phone>

Art and an All Black take on bullying

Students at Kiwi School are using art to take a stand against bullying with a new mural to mark Bullying-Free NZ Week in May. The mural will be officially unveiled by local All Black Richie Carter at a special assembly on 13 May.

The national Bullying-Free NZ Week takes place each year to raise awareness of bullying. This year's theme is 'He kōtuinga mahi iti, he hua pai-ā rau: Small ripples create big waves.

The idea for a mural came from students in Years 7 and 8 as a way of encouraging students think about what they can do to help make school a safe, kind and happy place where everyone can feel valued and accepted for who they are.

Principal Mrs Smith said: "We take bullying very seriously. The students have produced this

amazing mural about how everyone is a valued member of our school community. It will help to keep us focused on how we can continue to have an environment where everyone feels safe and that they belong."³

The special assembly will take place at 9.15 a.m. Parents and whānau are welcome to attend.

FOR MORE INFORMATION

Make sure to include contact details for more information. Include details of any good photo opportunities or include a good quality photo if you have one. Include a link to www.BullyingFree.nz for more information on Bullying-Free New Zealand Week.

Tips on media interviews



Before the interview

Here is a checklist to ensure you go into the interview as prepared as possible.

When the reporter calls, ask:

- » What news organisation are they from?
- » Is the interview live or pre-recorded? (radio/TV)
- » What news programme is it for?
- » What issues does the reporter want to discuss?
- » Who else have they spoken to?
- » Why are they ringing you today?

If you are happy to be interviewed, always take time to prepare – tell the reporter you are happy to speak and set a time for an interview.

- » Always follow your media policy.
- » Prepare and practice your key messages.
- » Imagine the worst question the reporter could ask you and have an answer ready.
- » If it is face-to-face, manage the setting for the interview – place, room, time.

During the interview

- » Aim for responses between 10 and 20 seconds
- » Avoid using YES and NO
- » Avoid using jargon
- » **Always** stay on the record
- » Pause and think before you speak
- » If you're unclear, ask them to clarify the question
- » Stop talking when you are finished
- » Ring back if you have anything further to add
- » Remember you are being interviewed because you are the expert.
- » Use strong statements and interesting language
- » Give facts, lists and examples
- » Remember who your audience is - local or national, specialised or general.

Support for responding to the impacts of bullying incidents

Some bullying incidents can have impacts that require additional support, to ensure the safety and wellbeing of the school community. If you

need support at any time throughout the school year, contact your local Ministry Office:

[education.govt.nz/learning-support-services](https://www.education.govt.nz/learning-support-services)

Following the interview

- » If you agree to provide further information, make sure you do.
- » Are you able to see the article before it goes to press?
- » When you see the story in the newspaper or hear it on the radio, ring the reporter if there are any factual mistakes. This will help to ensure these mistakes are not repeated in future stories.

Tips on media interviews



Dos and don'ts

Do:

- » Always call reporters back or they'll call someone else.
- » Know what you are going to say. Practise with a colleague, don't be hurried by the reporter, take ten minutes to prepare.
- » If you don't want to answer a question, have a refusal ready ("I'm sorry I don't have the information to answer that question").
- » Know and respect deadlines, and give them time to do their job. It's difficult for media to use information they receive right on the deadline - by tomorrow it will be out of date.

Don't:

- » Go off the record - don't give information to the reporter and ask them not to use it. Assume EVERYTHING is on the record.
- » Lie
- » Comment on other organisations or people; speak for your own school only.

Tips on getting consent



Consents

A news media outlet may want to interview or take photographs of your students to support coverage of an event or project. Obtaining consent from parents/students is a priority to ensure the wellbeing of children and young people in your care and to protect their privacy.

If you have invited media to attend your event, seek prior written permission from parents and caregivers for publication of images of their children. On the day, staff will need to ensure that students whose whānau have not given permission are not filmed or photographed.

If a journalist wants to talk to students associated with a project, seek prior written permission from their legal guardian (particularly if they are under the age of 16). Allow sufficient time to prepare students for the interview. Consider nominating students who are resilient and confident, and therefore more likely to be comfortable with the process.

Tips on getting consent



SAMPLE CONSENT FORM – photos/video/ artwork

Permission to allow **<insert media outlet name>** to interview/publish photos/video your child/your child's artwork.

On **<date>** our school will be holding an event

<details to be added> which media may attend. We are seeking permission in advance from whānau for students to feature in media coverage about the event.

Please circle one:

I give permission for my child to be filmed/ interviewed and understand that the resulting article and images may be published in print and online.

I do not want my child to appear in coverage of the event.

Full name:

Class:

Signature of parent or legal guardian:

Date:

*Please return your completed form to your child's teacher by **<insert date>**.*

Be prepared

Does your Board have a media policy?

Establish a process for when media contact the school. For example, when a call is received, it is referred to the Principal, who contacts the Chair of the Board of Trustees before responding to the caller.

Appoint one media spokesperson with authority to speak to media, usually the principal or chair of the Board of Trustees (and a reserve spokesperson).

Make sure staff know and understand the policy (i.e. they should not speak to media). Remind staff not to comment.

Think about what you may be asked and what you will say - agree up to 5 key messages that sum up their story, what happened and what is

being done about it. Prepare a media statement in advance. Understand your obligations as a crown entity and as an employer - both the Privacy Act and the Official Information Act apply to schools when dealing with issues about/from staff, students, parents or Official Information Act requests.

Think about media training or people that can help. Contact NZSTA for advice.

www.nzsta.org.nz/our-organisation/contact-us/

or email: govadvice@nzsta.org.nz

Involving students in media activity



When contacted by media

Record their name and contact details, then listen.

Say you will call them back. Do not feel under pressure to respond on the spot or comment until you're ready - "I'll need to get all the facts before I respond / agree to an interview. What's your deadline?"

Find out:

- » Where the reporter is from
- » What kind of story is it (e.g. news or feature)
What information do they need
- » Who else they are talking to - what have they said?
- » What you are responding to.
- » What the deadline is.

If they are requesting an interview, also find out:

- » Who will be the reporter or interviewer
- » Who else is being interviewed
- » What the key questions will be
- » Will it be live or pre-recorded.

Be clear

Be clear with the journalist before the interview what questions they will ask students. Be prepared to stop the interview at any time if a student becomes uncomfortable.

Prepare beforehand

Depending on the age of the young person, you could help them prepare for a media interview by encouraging them to write down their top

three key messages and practising some likely questions.

Checklist:

- » Are under-age students being interviewed with the consent of adults?
- » Is the interview being conducted in a child-friendly manner, including having an adult they trust present, allowing sufficient time and a comfortable environment?
- » Have the potential consequences of the student's comments, both short-term and long-term, been considered and explained to the interviewee?
- » Have they been told what will be done with what they say?

Keep a detailed log of all calls / events / video or photographs taken on school grounds.

Decide

Think about if it is in your school's best interests to go ahead with the interview, or respond with a prepared statement, or only to questions by email.



He Kōtuinga mahi iti,
he hua pai-ā-rau
Small ripples create big waves

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