Kikugawa City Basic Policy on the Prevention of Bullying

(菊川市いじめ防止等のための基本的な方針)

Revised: July 2026

Kikugawa City

— Introduction —

Bullying can seriously affect a student's right to receive an education. It can also have a major impact on their mental and physical well-being, as well as their personal development. In serious cases, bullying may even put a student's life or physical safety at risk.

Kikugawa City has been working to prevent bullying based on two main goals:

- **Creating schools where bullying is not tolerated.**
- **Protecting children's lives and safety through cooperation between schools, families, and the local community.**

To support these goals, the city created the **Kikugawa City Guidelines for Addressing Bullying Issues**」in September 2012 and revised it in September 2013.

After the **Bullying Prevention Measures Promotion Act** came into effect in September 2013, and the national government established its Basic Policy on the Prevention of Bullying in October 2013, Kikugawa City created its own "Basic Policy on the Prevention of Bullying" in March 2014.

Following the establishment of the **Kikugawa City Ordinance on the Council for Addressing Bullying Issues** and Related Matters in April 2023, the city revised its Basic Policy on the Prevention of Bullying.

The revised policy aims to prevent bullying before it happens, identify bullying early and respond quickly, and strengthen cooperation among schools, families, the local community, and relevant organizations.

It also includes the Kikugawa City Council for Addressing Bullying Issues and the Kikugawa City Bullying Investigation Committee. Through these efforts, Kikugawa City aims to prevent and address bullying in an organized and effective way.

July 2026
Kikugawa City

1. Basic Principles for Bullying Prevention

1. Definition of Bullying

Bullying is defined as “acts committed by one student against another with whom they have a certain relationship that causes physical or emotional harm or distress. This includes actions that take place through the internet. If the student who is targeted feels emotional or physical distress because of the action, it is considered bullying.

Bullying can include things such as:

(1) Teasing, making fun of someone, saying mean or insulting things, making threats, or saying things that hurt someone.
(2) Leaving someone out or intentionally ignoring them as a group.
(3) Hitting or kicking someone, even if it is done while pretending to play.
(4) Demanding money or other belongings from someone.
(5) Hiding, stealing, damaging, or throwing away someone’s belongings.
(6) Making someone do something embarrassing, uncomfortable, or unpleasant, or doing such things to them.
(7) Posting hurtful or insulting comments about someone, or doing other unpleasant things to them through internet message boards, social media, or other online services.

When deciding whether something is bullying, schools should not judge the situation only by looking at what happened on the surface or by using strict rules. They should consider the situation from the perspective of the student who was affected. Bullying can take many different forms. When determining whether something is bullying, it is important to look not only at whether the student says they are experiencing emotional or physical distress, but also at the situation around the student.

For example, a student may be unable to express that they are hurt, or may not even realize that they are being bullied. Therefore, schools need to carefully consider the student’s circumstances and what is happening around them.

2. Basic Principles

It is important for everyone in the community to share a common understanding and work together to help each child develop: ・Self-esteem and confidence ・A sense of right and wrong ・Respect for the rights and feelings of others ・A healthy, strong, and resilient mind. We believe that these qualities should be nurtured patiently and carefully in every child.

Kikugawa City’s Shared Understanding

(1) Bullying can happen to any child, anywhere.
(2) Bullying is a serious violation of human rights and is never acceptable.
(3) We will always protect children who are being bullied.
(4) Acts such as violence, stealing money or belongings, demanding money or goods, and making hurtful or defamatory comments can be crimes.

3. Preventing Bullying · Finding It Early · Taking Action Early

Families, communities, and schools need to work together to prevent bullying and notice it as early as possible. It is important to listen to children and understand their feelings, while building a trusting relationship with them. This helps create an environment where children feel safe and comfortable expressing themselves. Families, communities, and schools should work closely together to notice signs of bullying early and take appropriate action as soon as possible.



2. Measures to Prevent Bullying and Address Bullying

1. Creating Basic Policies

Kikugawa City has created the “Kikugawa City Basic Policy for Preventing and Addressing Bullying” and will review and update it when necessary. The city also checks whether elementary and junior high schools in the city have created their own bullying prevention policies.
Each elementary and junior high school in Kikugawa City creates its own “School Basic Policy for Bullying Prevention” based on the needs and circumstances of the school.
When creating this policy, schools make an effort to ensure that it is practical and effective. For example, they may ask for opinions from the PTA and local community members and include the opinions of students.

2. Establishing Support and Prevention Committee

(1) Kikugawa City will create a system for training and cooperation to prevent and address bullying through the Kikugawa City Student Guidance Coordination Council. Members include student guidance staff from elementary schools, junior high schools, kindergartens, and preschools in the city, staff from the Kikugawa City Board of Education, and mental health professionals.

(2) Each elementary and junior high school in Kikugawa City will establish a permanent Bullying Prevention and Response Team. Members will include the principal, vice principal, student guidance coordinator, grade-level leaders, school nurse, and school counselor.

The team will create and review the school’s basic bullying prevention policy. Hold meetings to discuss individual cases.Keep records of meetings and cases. Analyze bullying surveys. Make sure important information about bullying is properly shared when students move to a new grade or when staff change. Create checklists to help identify signs of bullying. Strengthen moral education.Plan activities that encourage students to take an active role in school life.

(3) The Kikugawa City Board of Education will establish the Kikugawa City Bullying Issues Coordination Council, based on Article 2 of the relevant city ordinance. Members are appointed by the Board of Education from among the Staff of Kikugawa City public schools, Staff from relevant government agencies, Parents or guardians of children, City government staff, Other people considered necessary by the Board of Education

The council discusses measures to prevent bullying before it happens, provides advice on how to respond when bullying occurs, and discusses other measures for preventing and addressing bullying.

3. How the School Responds to Bullying and Related Issues

1) When the school receives information about possible bullying

a. Sharing information and checking the facts

If the school receives information that a child may be experiencing bullying, the school will quickly share the information with the appropriate staff and verify the facts. When doing this, the school will take special care to protect and support the child who may have been bullied.

b. Keeping consistent records about bullying

To make sure information is shared accurately, the school will keep records of the following:

(a) Name of the child who was bullied

(b) Details of the bullying, including:

・Whether bullying actually occurred・What kind of bullying took place]

・The situation involving the child who was bullied, the child who bullied them, other children, and their parents/guardians・How the bullying started

・How the school first became aware of the bullying

(c) Reporting Details: ・When the information was reported・Who reported it

・Who received the report・What information was reported, etc.

(d) Responses / Measures provided:

・How the school supported the child (victim) who was bullied

・How the school responded to the child who bullied

・Measures taken for the parents/guardians

(e) Keeping records:

・Questionnaires and other related records will be kept for 3 years after the student graduates.

2) When bullying is confirmed or suspected

If the school confirms or suspects that bullying has occurred, it will hold a special meeting of its “Bullying Prevention and Support Committee”. The school will then provide appropriate support, guidance, and advice to the・Child who was bullied and their parents/guardians・Child who bullied and their parents/guardians

When the Kikugawa City Board of Education receives a report from the school about bullying, it may, when necessary: ・Provide support or instructions to the school ・Conduct its own investigation

・Take measures such as suspending a student from attending school

If the situation may involve a criminal offense, the Board of Education will work together with the police to deal with the matter.

3) Response to Serious Incidents

A. Examples of Serious Incidents:

A "serious incident" refers to the following situations:

(1) Suspected serious harm to the child's life, physical or mental health, or property

・When a child attempts suicide

・When a child develops a mental illness

・When a child sustains a serious physical disability

・When a child has money forcibly taken from them, etc.

※Guidelines for Investigating Serious Incidents of Bullying (Attached)

Source: Ministry of Education, Culture, Sports, Science and Technology dated March 2017

(2) Bullying is suspected to be the reason the child is absent from school for a significant period. About 30 days or more of absence in one school year is used as a general guideline for "Serious Incident Involving School Non-Attendance".

(3) When a child or a parent/guardian files a complaint that bullying has led to a serious situation.

B. Investigation of Serious Bullying Incidents:

If a serious incident occurs, the school will report it to the Kikugawa City Board of Education. Based on the Board of Education's decision, it will promptly decide whether the school or the Board of Education will conduct the investigation. The purpose of the investigation is to understand what happened, take appropriate action, and prevent similar incidents from happening again. If it is difficult to hear directly from the child who was bullied—for example, because the child is hospitalized or has died—the investigation will still be carried out promptly. The school and the Board of Education will respect the child's dignity and carefully consider the feelings, requests, and opinions of the child's parents or guardians. Records related to serious bullying incidents will be kept for 5 years after the student graduates from school.

(a) If the School Conducts the Investigation

If the school is responsible for the investigation, the investigation team will be based on the Bullying Prevention Measures Committee. A doctor from Kikugawa City General Hospital and a mental health social worker (Kikugawa City visiting counselor) will also join the team.

(b) If the Kikugawa City Board of Education Conducts the Investigation

If the Kikugawa City Board of Education is responsible for the investigation, the Kikugawa City Bullying Investigation Committee will conduct the investigation, in accordance with Article 12 of the Kikugawa City Ordinance on the Council for Bullying Issues.

The committee will consist of professionals with specialized knowledge and experience in areas such as education, law, medicine, psychology, and social welfare. The committee will work to ensure that the investigation is fair and impartial.

(c) Providing Information

The Kikugawa City Board of Education or the school responsible for the investigation will provide the child who experienced bullying and their parents or guardians with information about the serious incident, including the facts found through the investigation.

(d) Responding to the Media

When providing information to the public or responding to the media, the school and the Board of Education will protect personal information and provide accurate and consistent information. They will be careful not to make assumptions in the early stages or cause misunderstandings by sharing incomplete or unconfirmed information.

In cases involving suicide, there is a risk that other people may be influenced to copy the behavior. Therefore, special care will be taken when dealing with the media, including requesting responsible and ethical reporting and interviews.

(e) Reporting to the Mayor of Kikugawa City

If a serious incident occurs, the school will report it to the Mayor of Kikugawa City based on the decision of the Kikugawa City Board of Education.

The Kikugawa City Board of Education will also report the results of the investigation to the Mayor.

(f) Further Investigation

After receiving the report, if the Mayor of Kikugawa City believes that another investigation is necessary, the Mayor may establish the Kikugawa City Re-Investigation Committee for Bullying Issues, in accordance with Article 16 of the Kikugawa City Ordinance on the Council for Bullying Issues.

The committee will consist of independent professionals with specialized knowledge and experience in areas such as education, law, medicine, psychology, and social welfare. These members must not have any direct personal or financial interest in the case.

(g) Actions Based on the Investigation Results

Based on the investigation results, the Kikugawa City Board of Education will take any necessary measures to support the school and students. This may include providing additional support from supervising teachers or visiting counselors.

Kikugawa City Declaration of Happiness

We promise to respect each other's individuality, care about one another, and work together to build peaceful schools and a peaceful society.

一. We will respect each person's individuality and work to eliminate discrimination.

一. We will care about others and value smiles and happiness.

一. We will create an environment where everyone feels comfortable asking for help, and we will support people who are struggling.

一. We will become people whom everyone can depend on.

一. We will value our own lives and the lives of others, and we will take responsibility

Bullying Consultation Desk

Children and Family Center
こども家庭センター　0537-35-0955
Kikugawa City Board of Education
菊川市教育委員会　0537-73-1113
Children and Families Hotline
子ども・家庭 110 番　053-458-4152
Hello Phone "Tomoshibi"
ハロー電話「ともしび」0537-24-8686
Mental Health Helpline
こころの電話　0538-37-5560
Email Corner for Bullying and Violence Prevention
いじめ・暴力対策メールコーナー



https://www.pref.shizuoka.jp/kodomokyoiku/school/kyoiku/1003777/1003765/1003768/1031346.html

March 2014-Established 平成 26 年 3 月策定	Kikugawa City Basic Policy for the Prevention of Bullying, etc. 菊川市いじめの防止等のための基本的な方針
July 2026 - Revised 令和　8 年 7 月改訂	Added information about the Kikugawa City Ordinance on Councils and Committees for Addressing Bullying Issues, including: ・Kikugawa City Council for Addressing Bullying Issues 菊川市いじめ問題対策連絡協議会 ・Kikugawa City Committee for Investigating Bullying Issues 菊川市いじめ問題調査委員会