

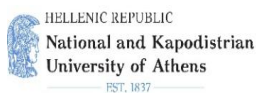
PARTICIPATORY ACTION RESEARCH TRAINING PROGRAMME

Programme Handbook



JULY, 2025

Preventing Bullying in Primary Schools at the
Mediterranean Region



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Document Summary

This document provides a guide to the PreMed Bullying Participatory Action Research and Life Skills training programme. It sets out the programme's objectives; how it works and what participants can expect from the programme. It provides practical details about the programme agenda and timetable; what support will be provided to participants and what will it cost.

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Purpose of this document

This document provides a guide to the PreMed Bullying Residential Training Programme on Participatory Action Research and Life Skills (RTP). It sets out the programme's objectives; how it works and what participants can expect from the programme. It provides practical details about the programme agenda and timetable; what support will be provided to participants and programme costs.

What is the PreMed Bullying Residential Training Programme?

The Residential Training Programme (RTP) is an important part of the broader PreMed Bullying project, the main objective of which is to reduce the incidence of bullying in primary schools, thereby making them safer, more supportive and ultimately more effective in terms of the learner experience and learner outcomes.

The RTP is part of an inter-connected package of project activities that, together, aim to deliver this main objective. They include:

- An on line self-assessment survey for teachers and parents that helps them identify their existing 'life skills'; which of these could be improved and which additional life skills they could benefit from acquiring
- A training programme for teachers and parents aimed at improving their life skills
- Self-Help and Mutual Help Online Communities to support teachers, parents and other stakeholders in sharing their experiences of bullying in schools and how to prevent it
- Development and delivery by teachers of a 16 hour life skills training programme for primary school students aimed at raising their awareness of bullying and how to deal with it.

These activities support the key 'end goal' of the project, which essentially is to promote change in the school organisational culture by creating the conditions through which things like school anti-bullying action plans and anti-bullying policies can be developed through collaboration and co-creation between teachers, parents and other stakeholders.

This process of collaboration and co-creation is driven through the application of a 'participatory action research' (PAR) approach that aims to develop solutions to a community problem - in this case bullying and cyberbullying - through a participatory, democratic, human-centered process. This is where the RTP comes in.

The RTP is a three-day immersive residential training programme delivered in central Portugal that aims to provide teachers, parents and other stakeholders with the knowledge, skills and tools to design, develop and deliver 'action learning' projects in their schools to support anti-bullying action plans and anti-bullying policies and, as a result, promote organisational change. The training programme highlights the use of 'life skills' in the design, development and delivery of these action plans and policies.

The RTP aims to support key actors within the school system to recognise, explore and apply their creativity and talent to innovative anti-bullying solutions. It involves critical reflection, collaborative dialogue, action learning, and co-creation, structured through a five-stage 'design thinking' process. The programme content aims to reinforce the competences and learning acquired from the related PreMed Bullying activities like the life skills training programme.

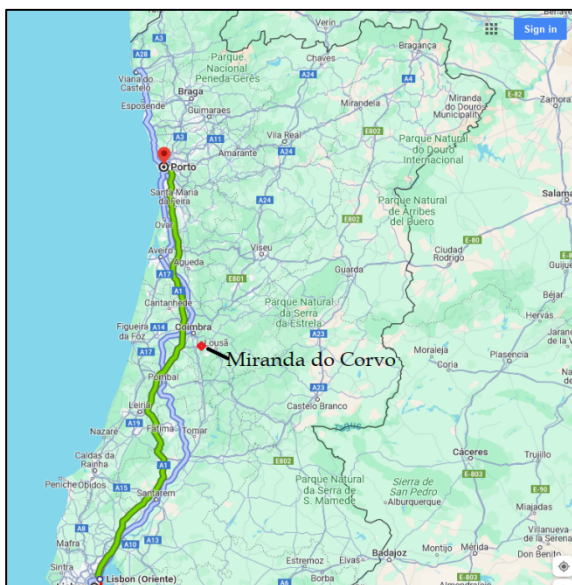
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The RTP is scheduled for delivery **between October 19th and 22nd 2025**, involving a total of 32 teachers, parents and other school key actors from Croatia, Greece, Italy, Portugal and Spain.

Programme participants can expect to gain a wide range of benefits from taking part in the programme. A key benefit is that the programme deepens life skills knowledge and how to apply it in practice within the context of participatory action research. In addition, participants will broaden their horizons, through meeting and working with peers from different backgrounds. The programme also contributes to personal self-development, through team-working and taking part in 'out of the box' challenges.

Where will it be held?

In Miranda do Corvo. **Miranda do Corvo** is a municipality located in the Coimbra region of central Portugal. The nearest cities with international airports are Lisbon Airport (Humberto Delgado Airport, LIS), which is approximately 200 kilometres southwest of Miranda do Corvo, and Porto Airport (Francisco Sá Carneiro Airport, OPO) which is 159 Kilometres northwest of Miranda do Corvo. From Lisbon or Oporto Airport, you can reach Miranda do Corvo mainly through the road system or by using public transportation such as buses or trains.



Miranda do Corvo has a population of just over 12,000 people. It is situated 146 km south of Porto and 200 km north of Lisbon. The University city of Coimbra is 15 km north of the town and the coastal resort of Figueira da Foz is 50 km west. The town has very good communications links with major population and tourist centres in Portugal, connecting with the A1 to Lisbon and Porto. Coimbra is on the high-speed rail link from Porto to Lisbon. A new 'Mondego Metrobus' commuter network, connecting Coimbra, Miranda and Serpins, is scheduled to open in October 2025.

Source: Google maps

Most of the programme activities will be held within the [Parque Biológico da Serra da Lousã](https://parquebiologicoserralousa.pt/) (<https://parquebiologicoserralousa.pt/>)

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The Biological Park is the largest showcase of native fauna, flora, and traditional Portuguese agro-pastoralism in the country. It features over 300 animals from more than 60 species representative of Portugal's existing fauna. In the Wild Park, visitors can observe the Iberian wolf, brown bear, lynx, birds of prey (unable to live in the wild), wild boars, deer, and many others in habitats that closely resemble their natural environments. At the Educational Farm, visitors can learn about and observe native species and breeds of agro-pastoralism, including cattle, sheep, pigs, horses/donkeys, poultry, and goats.¹



Source: ADFP



Source: Portugal Please

In addition to the animal and plant aspects, the Biological Park includes museum spaces, such as the Cooperage Museum, the Living Museum of Traditional Arts and Crafts, and the Mind Space Museum. One of the primary goals of the Biological Park is the employability and inclusion of individuals with physical and/or psychological disabilities. They actively participate in all animal care tasks and at the Living Museum. The Biological Park is part of the 'Club Unesco Trivium', along with the Universalist Ecumenical Temple and the Ecomuseum Mind Space, dedicated to the defence of Liberty, Equality, and Fraternity.

Accommodation

Participants will be staying at the Hotel Parque Serra da Lousã in Miranda do Corvo for the duration of the programme.

¹ Source: ADFP Foundation

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The Hotel Parque Serra de Lousã is a 4 star ‘eco hotel’ owned and managed by ADFP and situated within the ‘Parque Biológico da Serra da Lousã’. It has 40 rooms, an indoor and outdoor swimming pool and spa, conference centre, restaurant and extensive sports facilities.

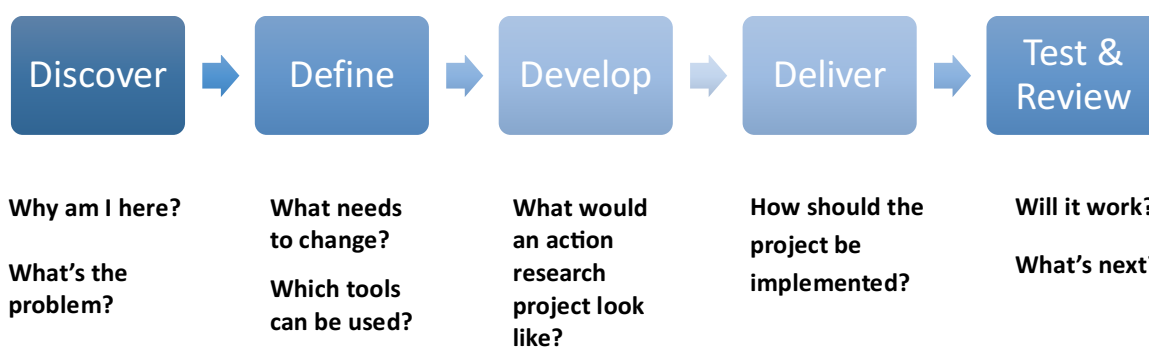
Address: Parque Biológico da Serra da Lousã,
3220-231 Miranda do Corvo, Portugal
Website: <https://hotelparqueserradalousa.pt/>

Additional accommodation for 20th October is provided at the Hotel Parque’s nearby sister hotel - Conimbriga Hotel do Paço. - <https://conimbrigahoteldopaco.pt/>

What is the RTP philosophy and methodology?

The Residential Training Programme (RTP) philosophy and approach follows the overall PreMed Bullying project ‘logic of intervention’ which aims, essentially, to solve a community-based problem – school bullying and cyber-bullying – through a holistic approach by engaging a wide spectrum of stakeholders in project activities. This holistic approach is driven from the ground through a process of ‘co-creation’ – through teachers, parents and children themselves (though also including school management, ancillary and other professional staff) – rather than imposed ‘top down’.

In line with this philosophy, the RTP applies a ‘[design thinking](#)’ methodology (Rowe1987; Gobble, 2014; IDEO, 2014). The main features of this methodology are: it puts ‘users’ at the heart of the problem-solving process; it involves stakeholders – particularly those whose voices are less often heard – as architects of solutions; it develops solutions by ‘thinking outside the box’; it emphasises the co-creation of solutions. As shown below, design thinking involves a five-stage process:



The RTP ‘Design Thinking’ approach

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- Stage 1 – the ‘Discover’ Stage – explores the ‘presenting problem’ of bullying in schools
- Stage 2 – the ‘Define’ stage – identifies the kind of life skills teachers, parents and other stakeholders need to recognise bullying, how it works and how to mitigate and prevent it
- Stage 3 – the ‘Develop’ stage involves developing the actions and tools needed to promote organisational change in schools to prevent bullying.
- Stage 4 – the ‘Deliver’ stage – involves applying these actions and tools to design action research projects in schools
- Stage 5 – the ‘Test and Evaluation’ stage – involves evaluating these action research projects to test their feasibility and sustainability.

What is the RTP experience like?

The essence of the Residential Training Programme is to deliver a learning and development experience that will support four key things:

- critical reflection
- collaborative dialogue
- action learning, and
- co-creation.

The programme is delivered over 3 days, with an additional two days for travel there and back. The programme is designed to support participants on their ‘learning and development journey’. This journey follows the PreMed Bullying ‘design thinking’ process. However, for logistical reasons, the 5-day programme, which normally involves one day devoted to each of the five design thinking stages, is compressed into 3 days. Each day covers one or two stages of the design thinking process and has a particular theme and focus:

- Day 1. Stages: Discover and Define. Theme: what does the ‘bullying problem’ look like? Participants are supported to understand and work with the factors that lead to bullying in schools, and the tools available to prevent it.
- Day 2. Stage: Develop. Theme: how to design a school-based action research project. Participants move on to working with the skills and tools needed to design, develop and plan action research projects.
- Day 3. Stages: Deliver and Test. Theme: how to deliver and evaluate a school-based action research project. The focus switches from a ‘design and planning’ focus to a ‘delivery and evaluation’ focus – with a particular emphasis on understanding the challenges likely to be faced in delivering action research projects.

Each day follows a common structure, format and activities.

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AM

Defines purpose and objective of the day, the activities implemented and the boundaries and rules – 0.5 hrs

Extra-classroom cultural and/or adventure activity aimed at illustrating the theme of the day – 3 hrs

'Ice-breaker' warm up. Challenge case study. Collaborative problem-based exercise – 2 hrs

PM

Group exercise reviews experience of the day, its challenges, the learning derived from it and how this could be taken forward – 0.5 hrs

Optional fun activity in the evening, including eating, drinking, culture

The daily activities in the RTP programme are designed to guide the participants through a **dynamic day of exploration, collaboration, and reflection**. Kicking off with an 'agenda-setting' session, the aim is to help participants get to know one another, encourage a spirit of collaboration and group support, set boundaries and rules, particularly around safety, and foster a sense of unity among participants. It provides a clear roadmap for the day, ensuring everyone is aligned to objectives and expectations. The experiential activity takes learning beyond the classroom, immersing participants in cultural or adventure experiences that reinforce the day's theme. The structured co-design workshop promotes collaborative problem-solving, and the day concludes with a review and reflection session, in which participants are encouraged to actively reflect on the day's challenges and learning moments, and consider how these experiences can be meaningfully applied in their life and practice. Each day ends with an (optional) rest and recreation activity in the evening

A typical day in the programme looks like this.

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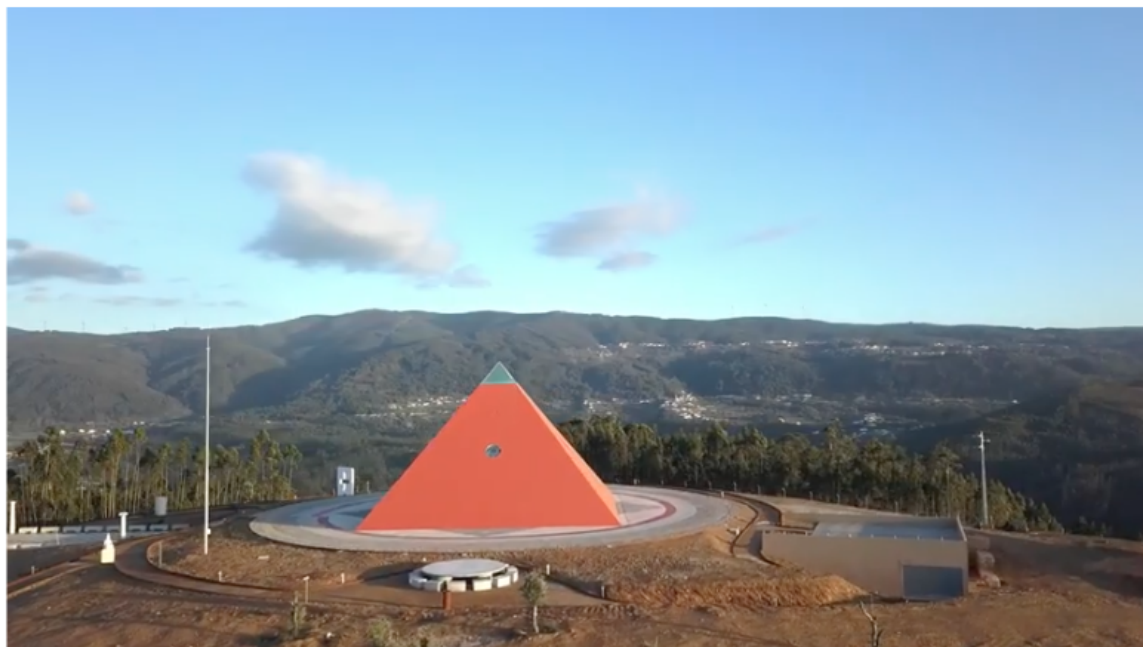
Day 1	
Theme	Why am I here? What does the problem of bullying look like?
Agenda, task and rule setting	Present the overall concept, approach and agenda for the RTP. Trust-building exercise. Co-create boundaries and rules of engagement.
Experiential activity	'Ecumenical Temple'. A themed group activity around 'stepping into the shoes of someone else'. Participants are tasked to apply their critical thinking skills to review the different world views represented by the faiths featured in the Temple Observatory, and identify their similarities and oppositional features. Walk down the mountain encourages group to feel safe, take risks and help each other
Structured co-design workshop	Ice-breaker: 'Two truths and one lie'. Challenge case study: 'LEAP'. Leap Confronting Conflict. Workshop: Apply critical thinking, data collection and analysis techniques and tools to map the lifeworld of the community and school in which the action research project will be delivered. Identify the key barriers that need to be overcome to engage stakeholders in promoting anti-bullying action plans and policies in the school.
Review and reflection	Key learning points from the day What were the main challenges 'AHA' moments – change in awareness and thinking
Optional evening activities	Kung Fu taster session. Get out of your comfort zone through a close encounter with a Kung Fu grand master

Example of Experiential activity: trip to the Ecumenical Temple

The ecumenical ('universalist') temple was developed as "a tribute to all victims of fundamentalism and religious wars throughout the centuries". The Temple itself is shaped like a pyramid to invoke the Temple of Solomon in Jerusalem, and the pyramids of Egypt. The corners are oriented to the four cardinal points, and the initials of the words Bondade (B) (kindness), Moral (M) (moral) and Verdade (V) (truth) are inscribed on the façades. Inside the temple is an Observatory of Religions, with data on the 15 religions with the most followers in the world.² On the track up the mountain to the temple is a series of stone artefacts each inscribed with a quotation from philosophers and other visionaries. A trip up the mountain to the temple is a catalyst for a themed group activity around 'stepping into the shoes of someone else'. Participants apply their critical thinking skills to review the different world views represented by the faiths featured in the Observatory, and how these in turn can be linked to 'constructions of otherness'.

² Source: The Portugal News, 27/12/2021

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Templo Ecuménico Universalista, Miranda do Corvo [4K]

Click on the image to open the VIDEO. Source: ADFP Foundation

What kind of help and support will be provided?

Emergency Response Team

A dedicated response team will be on hand to handle any emergency situations, whether it's an injury or health-related incident, or someone getting lost on the mountain trail. Our on-site partner – ADFP – are available to act as a connection point with the emergency services, should the need arise.

Safety Briefings and Protocols

Comprehensive safety briefings and protocols (risk assessments of each activity) are conducted at the beginning of the programme to familiarize participants with safety measures, evacuation procedures, and general guidelines. These briefings cover various aspects, including outdoor activities and emergency response plans. Clear communication of safety protocols helps participants understand their role in maintaining a secure environment, and promoting a culture of awareness and responsibility throughout the RTP.

24/7 Supervision and Support

Participants benefit from continuous 24/7 supervision and support from experienced mentors and programme staff. This support extends beyond emergencies to include emotional well-being, creating a

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nurturing environment where participants feel comfortable and secure throughout the IRP experience. The programme team includes staff members who are experienced and certified in first aid as well as other areas like mountain safety.

Health

Since the programme involves a fair amount of physical activity it is important that programme co-ordinators, managers and field staff are aware of any health issues relating to programme participants that need to be considered. All participants need to be asked by their partner Group Leader to provide them with relevant information on their physical and mental health status prior to their signing up for the programme. All participants will be asked to sign a Health Declaration form as well as a Consent and Disclaimer form prior to embarking on the programme.

The hotel(s) where participants will be staying comply with relevant national regulations and standards governing accessibility. However, group leaders should be informed in advance by participants of any specific accessibility requirements that need to be met.

Participants should inform their group leaders of any additional health issues that need to be addressed, including dietary requirements.

All of the above information will be covered in the Health Declaration participants will be required to sign.

All programme participants will need to be covered by comprehensive travel and health insurance provided by the programme partners.

The following medical and health facilities are available on site:

Medical practitioners and surgeries:

Hospital Compaixão

<https://www.facebook.com/hospitalcompaixao/>

[Alameda das Moitas, 3220-231 Miranda do Corvo](#)

[+351 239 090 000](#) / +351 91 400 4 400

Local hospital facilities:

Hospitais da Universidade de Coimbra, +351 239 400 400 / +351 239 822 291; *Hospital* Geral: +351 239 800 100/ +351 239 488 700 / +351 239 442 824 ; *Hospital* Pediátrico: +351 239 800 100

<https://www.chuc.min-saude.pt/como-chegar/hospital-de-coimbra/>

Centro de Saúde de Miranda do Corvo. +351 239530070. Rua 25 de Abril

usf.trilhosduca@arscentro.min-saude.pt

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Local pharmacies:

Farmácia Antunes - Farmacia Antunes Unipessoal, Lda

R. Sebastião da Cruz Lopes Bloco 3 Lj 3 e 4 · +351 239 532 136

https://www.farmaciasportuguesas.pt/farmacia-info/08931?utm_source=gmb&utm_medium=organic&utm_campaign=farma_08931

Farmácia Lima Natário

Área Urbana de, R. Cruzeiro 67 Loja 10 · +351 239 532 080

https://www.farmaciasportuguesas.pt/farmacia-info/26654?utm_source=gmb&utm_medium=organic&utm_campaign=farma_26654

Emergency services numbers:

European Emergency Number (Número Europeu de Emergência) – 112

National Republican Guard (GNR – Miranda do Corvo) – [+351 239 532 147](tel:+351239532147)

Volunteer Firefighters of Miranda do Corvo - [+351 239 532 194](tel:+351239532194)

Info-Pack

One month before departure, we will send all participants an information pack designed to equip them with all the details needed for participation in the programme. This will include:

- Route and Arrival/Pick up Instructions:
- Detailed Programme and Daily Schedule:
- Description of Accommodation facilities,
- Logistics and Practical Information, including on dietary considerations, and food options; availability of healthcare services and emergency support; clothing and necessary equipment.

Certification

Participants in the Immersive Residential Training Programme will be awarded a certificate of achievement, provided by the PreMed Bullying project and linked to the Youthpass Youth Worker Mobility certificate.

Financial information

Partners are responsible for managing the financial aspects of the programme for their respective participant groups. This includes arranging flights from sending countries to Portugal; transportation from the airport to Miranda do Corvo; arranging paying for accommodation directly with the hotels, and meals. The hotels offer a fixed price dinner menu on site and a fixed price lunch menu at the 'Museo do Mel' in Miranda

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do Corvo. However, partners are free to choose their meal options on an ‘ad hoc’ basis, using the restaurants located in the areas.

The costs for visiting the Ecumenical Temple and the Parque Biológico da Serra da Lousã are included in the accommodation price.

There are a number of transportation options between the airports and the venue. These are:

- By Rede Express bus service - <https://rede-expressos.pt> - from Lisbon and Porto airports to Coimbra (cost from €3.95 single fare)
 - By Flixbus bus service - <https://www.flixbus.pt> - from Lisbon and Porto airports to Coimbra (cost from €3.00 single fare)
 - By Comboios de Portugal train service <https://www.cp.pt/passageiros/en> - from Lisbon and Porto airports to Coimbra (cost variable)
 - By private bus service – Mirantour – from Lisbon and Porto airports to Miranda do Corvo. The price is subject to negotiation with the bus company – mirantour@outlook.pt
- By Coimbra airport shuttle - <https://www.airportshuttle.pt> - from Lisbon and Porto airports to Miranda do Corvo (cost €40 per person one way)
- From Coimbra to Miranda do Corvo there is a bus service (cost €3 one way) or the new Mondego Metro (which may or may not be Open by October 2025 – cost €3 one way). A taxi costs around €20 per person one way.

The Table below shows the indicative cost per participant for the programme not including air fares.

Indicative cost per participant

Item	Cost per person (eur)
Accommodation per night	70
Breakfast	Included
Temple and biological park entry	Included
Set dinner hotel restaurant	24 – 34
Set lunch Museu do Mel or hotel restaurant	10 - 15
Airport to Coimbra one-way - bus	4
Airport to Coimbra one-way - train	16.50 – 26.30
Airport to Coimbra one-way – Coimbra shuttle	40
Bus/metro Coimbra to Miranda do Corvo one-way	3
Taxi Coimbra to Miranda do Corvo one-way	20

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Preventing Bullying in Primary Schools at the Mediterranean Region

www.premedbullying.eu

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