

Coláiste Éinde Anti-Bullying Policy

1. In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of **Coláiste Éinde** has adopted the following Anti-Bullying Policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* which were published in September 2013.

2. The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of members of the school community. In the best interest of the school community, it is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- A positive school culture and climate which-
 - is welcoming of difference and diversity and is based on inclusivity
 - encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment, and
 - promotes respectful relationships across the school community
- Effective leadership
- A school-wide approach
- A shared understanding of what bullying is and its impact
- Implementation of education and prevention strategies (including awareness raising measures) that-
 - build empathy, respect and resilience in members of the school community; and
 - explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.
- Effective supervision and monitoring of pupils
- Supports for staff
- Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies)
- On-going evaluation of the effectiveness of the Anti-Bullying Policy.

3. In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

Bullying is unwanted negative behaviour whether verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- ❖ Deliberate exclusion, malicious gossip and other forms of relational bullying,
- ❖ Cyber-Bullying
- ❖ Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's Code of Behaviour. However, in the context of this policy, publishing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's Code of Behaviour.

This Anti-Bullying Policy's primary aim in investigating and dealing with bullying is to resolve any issues and restore as far as practicable the relationships of the parties involved (rather than to apportion blame).

4. The relevant teacher(s) for investigating and dealing with bullying is (are) as follows:

Class Teacher

Class Tutor

Year Head

Deputy Principal

Principal

Students should discuss any incident of bullying with a teacher or another trusted adult within the school system

Parents/guardians/staff should contact the Class Tutor/Year Head/Deputy Principal/Principal regarding incidents of bullying behaviour which they might suspect or that have come to their attention through their children or any other person.

5. The education and prevention strategies that will be used by the school are as follows:

- The school community is made aware of its Anti-Bullying Policy.
- "Assembly" to offer a forum for highlighting the school's Code of Behaviour and Anti-Bullying Policies and procedures.
- Provide opportunities for students to discuss and explore issues relating all types of bullying and in particular lesbian, gay, bisexual, transgender and cyberbullying.

- Survey student to assess their sense of well-being e.g. through the Cool Schools Programme
- Provide opportunities to develop initiative, teamwork and social skills which will foster good self-esteem, in particular students with special educational needs.
- Positive relationships among all members of the school community are to be encouraged
- Parents/guardians have a responsibility to support the schools Anti-Bullying Policy and Code of Behaviour and cooperate with related investigations
- Promote a school ethos which rejects bullying in any form and which encourages students, teachers and parents/guardians to disclose bullying behaviour.
- Members of the student council support students wishing to disclose a bullying or other incident
- Supervising teachers to be alert to potential bullying hot spots in the school and be aware of more vulnerable students.
- Teachers & Class Tutors are encouraged to expect a high standard of behaviour both in and outside of classrooms
- School Community is continually reminded of how and to whom they can report bullying incidents
- Students who have engaged in serious bullying behaviour may be offered support inside/ outside the school.
- Specific Internet sites are blocked on school computers
- The school from time to time will aim to run campaigns to raise awareness of anti-bullying, mental health, cyber-bullying and identity-based bullying issues.
- The school will endeavour to inform parents/guardians of Internet Safety and other relevant programmes on offer
- The Board of Management reserves the right to implement its Suspension and Expulsion policy in cases where the behaviour of students is deemed by the Board to warrant this action.

6. The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows-

Noting and Recording Incidents of Bullying:

- Reports of alleged incidents of bullying to be noted on the ***Student Incident Report form***
- The completion of the ***Student Incident Report form*** to be overseen by relevant teacher and copy submitted to the Year Head.

- If a student has been exonerated from an allegation of bullying this will be recorded on the **Student Incident Report Form**
- In the case of serious bullying, as deemed by the professional opinion of management, a detailed account of the incident to be filled in on the **official recording template** by persons involved and submitted to the Principal
- At least once in every school term, the Principal will provide a report to the Board of Management setting out:
 1. The overall number of bullying cases reported (by means of the bullying **recording template**) since the previous report to the Board and
 2. confirmation that all cases referred to at (i) above have been or are being dealt with in accordance with the school's Anti-Bullying Policy and the *Anti-Bullying Procedures for Primary and Post-Primary schools*.

The minutes of the Board of Management meeting will record the above but will not include names of individual students

Dealing with reported Incidents of bullying

- Pupils and parents are required to co-operate with any investigation
- The procedures for noting and recording as outlined above will apply.
- The rights of all students will be respected and a fair hearing will be given to all students.
- Staff will be aware that allegations of bullying need to be fully investigated before action is taken.

A: Initial steps to be taken following a report or disclosure of bullying behaviour

Action taken by	Procedure	Support and/or sanction <i>may include</i>
Relevant teacher	Speak to the student(s) involved Use Restorative approach where possible and appropriate	Discussion with the student(s) Verbal warning. May inform parents

	<p>Keep a record. (student incident report form)</p> <p>Follow up progress with all parties involved and monitor the situation.</p>	<p>Outline a fair and mutually agreed outcome</p>
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B: Subsequent incidents/reports of alleged bullying

Action taken by	Procedure	Support and/or sanction may include
Relevant teacher	<p>Investigate incident by ensuring reports are received from all persons involved, Use Restorative approach where possible and appropriate</p> <p>Principal / Deputy Principal to be informed</p> <p>Parents of students involved may be contacted. Keep a record</p>	<p>Discussion with the student</p> <p>Second verbal warning</p> <p>May refer student to Guidance Counsellor(s)</p> <p>Detention</p> <p>May require meeting with Parents</p> <p>Supported Reflection</p>

C: Where bullying behaviour persists / serious incidents of bullying

Action taken by	Procedure	Support and/or Sanction may include

Relevant teacher	Parents to meet the Principal/Deputy Principal or Year Head	Suspension as per the Code of Behaviour
Board of Management will be notified of Bullying behaviour (by means of the Bullying Recording template).	Use Restorative approach where possible and appropriate Feedback to management Record kept Follow up progress to be monitored by management or member of the Care Team	Parents/students to agree to a set of conditions for behaviour Counselling offered Referral to external Agency e.g. Child Psychologist may be suggested Expulsion as per Code of Behaviour.

- In relation to alleged bullying incidents between staff members, the matter should be referred directly to the Principal where an Incident report is to be filled out. Refer also to the ASTI Grievance procedure.

7. The schools programme of support for working with pupils affected by bullying is as follows;

- ❖ The Cool School's Programme socio-gram to be implemented with students.
- ❖ Students involved are referred to Guidance Counsellors or other appropriate personnel
- ❖ Students are referred to other agencies if required.
- ❖ Liaison with Parents as required.
- ❖ The issue of bullying to be an item on the agenda of staff meetings
- ❖ Staff to be provided with opportunities to engage in continuous professional development in areas that will assist with the enhancement of a positive school culture

8. Supervision and Monitoring of Pupils

The Board of Management confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

9. Prevention of Harassment

The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of pupils or staff, or the harassment of pupils or staff on any of the nine grounds specified i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community. Equally the Board will not accept any of the nine grounds listed above as a form of defence for unacceptable negative behaviour.

10. This policy was adopted by the Board of Management on ____10/4/14____
[date].

11. This policy has been made available to school personnel, published on the school website (or where none exists, is otherwise readily accessible to parents and pupils on request) and provided to the Parents' Association (where one exists). A copy of this policy will be made available to the Department and the patron if requested.

12. This policy and its implementation will be reviewed by the Board of Management once per school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

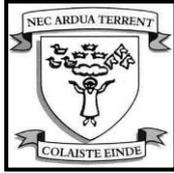
Signed: _____ Signed: _____
(Chairperson of Board of Management) (Principal)

Date: _____ Date: _____

Date of next review: ___May 2015_____

This policy should be read in conjunction with the following documents:

- **Schools Code of Behaviour (under review)**
- **Suspension and Expulsion Policy**
- **Substance Abuse Policy**
- **Internet Usage Policy (under review)**



Part A

Student Incident Report Form. Date: _____

(To be completed by relevant teacher)

(1) Name of alleged victim:

_____ Class: _____ Year: _____

(2) Student(s) alleged to be involved in incident:

Name: _____ Class: _____ Year: _____

Name: _____ Class: _____ Year: _____

Name: _____ Class: _____ Year: _____

(3) List any witnesses to the incident:

(4) Name/s of person(s) who reported the incident:

(5) Where the incident allegedly took place?

(6) Dates, times & locations of alleged incident(s)?

Is this the first time an incident of this nature has occurred to the alleged victim?

Yes No Don't Know

Part C

To be filled by relevant teacher

In your professional opinion, do you think the alleged victim was bullied?

Yes No don't know

In your professional opinion do you think the alleged perpetrator was guilty of bullying?

Yes No Don't know

Details of actions taken by relevant teacher

If this incident has not been resolved adequately, and appropriately addressed within 20 school days, or after you have determined that bullying behaviour occurred; and/ or if this incident is deemed to be very serious **you must submit a completed official**

Template for Recording Bullying Behaviour to the Principal

Have you submitted an official record?

YES NO

Signed: _____ Date: _____

Date submitted to Year Head/Deputy Principal/Principal: _____

