



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

Laurel Hill Coláiste FCJ Bí Cineálta Policy to Prevent and Address Bullying Behaviour

Bí Cineálta Policy to Prevent and Address Bullying Behaviour

The Board of Management of Laurel Hill Coláiste FCJ has adopted the following policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024*.

The board of management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students and we are fully committed to preventing and addressing bullying behaviour. As a Catholic school, we are committed to respecting the dignity of every individual. No human person is to be diminished or devalued and everybody has a part to play in the school community, regardless of difference.

We confirm that we will, in accordance with our obligations under equality legislation, take all such steps that are reasonably practicable to prevent the harassment of students or staff on any of the nine grounds specified: gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Strategies to deal with inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour

Definition of bullying

Bullying is defined in *Cineáltas: Action Plan on Bullying* and *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* as targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. The detailed definition is provided in Chapter 2 of the *Bí Cineálta* procedures.

Each school is required to develop and implement a *Bí Cineálta* policy that sets out how the school community prevents and addresses bullying behaviour. Strategies to deal with



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour.

Section A: Development/review of our Bí Cineálta policy to prevent and address bullying behaviour

All members of our school community were provided with the opportunity to input into the development/review of this policy.

	Date consulted	Method of consultation
School Staff	15/10/25 25/2/25 25/2/25 13/5/25	Staff meeting Half day school closure workshop Questionnaire issued Staff meeting
Students	28/4/25 9/5/25	Student Council workshop Questionnaire issued
Parents	28/4/25	Feedback Questionnaire issued
Board of Management	25/3/25 5/6/2025	Board meeting Board meeting
Date policy was approved: 5/6/2025		
Date policy was last reviewed: 10/6/2026		

Section B: Preventing Bullying Behaviour

This section sets out the prevention strategies that will be used by the school. These include strategies specifically aimed at preventing online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment as appropriate (see Chapter 5 of the Bí Cineálta procedures):

This policy seeks to attempt the prevention, and not just the control of bullying behaviour in our school with particular emphasis on the creation of awareness of the existence and impact of bullying behaviour. Laurel Hill Coláiste FCJ strives to not just uphold the mission and vision of its founding order but to also promote the values of the Le Chéile Trust to whom we belong. Those values of Welcome, Wisdom and Witness will be fostered through a pre-emptive, proactive and preventative approach in which we actively develop a culture of awareness, inclusivity, tolerance, and acceptance of diversity. In developing the preventative strategies which this school will use to prevent all forms of bullying behaviour, we come from the context of our Catholic ethos, where inclusivity permeates our school in a real way.

This school takes positive steps to ensure that the culture of the school is one which welcomes a respectful dialogue and encounter with diversity and difference by ensuring



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

that prevention and inclusivity strategies are given priority and discussed regularly at our board of management and staff meetings.

The responsibility is on all in Laurel Hill Coláiste FCJ; management, teaching staff, parents and students to be familiar with the issue of bullying.

Non-teaching staff are also required to be vigilant and report incidences of bullying behaviour to the Year Heads.

The Wellbeing Policy Statement and Framework for Practice provides the following four key areas that are essential for a holistic approach to wellbeing promotion – Culture and Environment, Curriculum (Teaching and Learning), Policy and Planning, and Relationships and Partnerships. These four areas have been considered when developing measures to prevent bullying behaviour and are the pillars on which our school's wellbeing, school self-evaluation and whole school guidance reviews have been undertaken.

The Board of Management of Laurel Hill Coláiste FCJ recognizes the very serious nature of bullying behaviour and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following key areas of wellbeing in preventing and addressing bullying behaviour.

The dignity and the wellbeing of the individual person is of paramount concern in our Christian response. This school will listen closely to, and in dialogue with parents, and thereby build a relationship of mutual understanding, respect, trust and confidence."

In continuing to develop prevention strategies, this school will take as much time as is practicable listening to young persons and parents, to help establish their particular context and needs. Frequent periods of reflection and further engagement by the school, young persons and parents, will be used to discern appropriate supports for young people in this school and will help inform future prevention strategies

Culture and Environment

Our school promotes a positive school culture and environment through the following:

- Promotion of the school ethos of companionship, acceptance, and inclusion.
- Fostering an atmosphere of respect and friendship within the school on an ongoing basis.
- Fostering a culture of zero-tolerance towards the use of homophobic, gender based and racist bullying behaviour
- Encouraging students, parents and staff members to report suspected bullying behaviour
- Ensuring that students and parents know who to tell and how to tell.



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

- Encouraging by-standers to display an active disapproval of bullying behaviour by being aware of what bullying behaviour is and then knowing who they can report to.
- Vigilant supervision and monitoring by management and teaching staff is a key factor in the prevention of bullying behaviour in the school. Students are supervised by teaching staff during breaks and also in the area of extra-curricular activities.
- Building empathy, resilience and respect in students.
- Cineáltas Wall: Student-generated Cineáltas messages on prominent display throughout the school thereby increasing visibility of the school's Bí Cineálta Policy for all.
- Regular Year group assemblies are used to address issues of respect, tolerance and bullying behaviour
- Classroom seating plans to support positive classroom environment

Relationships and Partnerships

In building relationships and partnerships, we strive to

- Ensure all staff model respectful behaviour to all members of the school community at all times.
- Communicate with pupils to identify “hot spots” and “hot times” for bullying in the school. Hot spots tend to be in the school yard/outdoor areas, changing rooms, corridors, and other areas of unstructured supervision.
- to provide constructive feedback to pupils when respectful behaviour and respectful language are absent for example during class time, on the corridors and when on school activities or outings.
- Engage in restorative practice to support relationships
- Include the Fifth Year-First Year Buddy system as a core element of our transition to secondary support programme
- Support the work of the Students' Council and of the Guth An Scoláire Committee.
- Support the work of the Parents' Council.
- Offer Counselling and support structures to prevent reoccurrence of bullying behaviour
- Award the annual Gradam Compánachais to acknowledge student who has displayed the companionship and cineáltas in line with the school ethos and the Bí Cineálta procedures
- The Care Team also helps in monitoring bullying behaviour as well as identifying possible areas of concern.

Curriculum – Teaching and Learning



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

Laurel Hill Coláiste FCJ aims to provide teaching and learning which is collaborative and respectful, to foster inclusion and respect for diversity as well as displaying a shared understanding of what bullying behaviour is and its impact. This is achieved through:

- Tolerance of and respect for others will be taught in all subject areas where it might arise.
- Staff explicitly teach pupils what respectful language and respectful behaviour looks like, acts like, sounds like and feels like in class and around the school.
- The implementation of SPHE classes / CSPE classes / RSE programme for Junior and Senior Cycle in line with DES specifications.
- Class contract for SPHE – Conradh ranga OSPS
- Extensive extra and co-curricular programmes which help students build confidence and self-esteem while acknowledging the talents and skills of others.
- First Year Resilience Diaries.
- Safe and respectful communication online highlighted through 1st year induction, iPad induction and SPHE classes.
- Annual Bí Cineálta week.
- Dedicated whole school Wellbeing Days.
- Positive Mental Health Awareness Week.
- Annual celebration of Safer Internet Day.
- Guest speakers on issues relating to bullying behaviour
- FUSE Programme and Online Safety Programme for 2nd years
- Workshops
- Students' involvement in charity work as well as work experience during TY helps foster tolerance, respect and an increased awareness of the dignity of others in the community.
- Group work and Pair work to support respectful interactive learning relationships
- Effective classroom management

Policy and Planning

The Laurel Hill Coláiste FCJ Bí Cineálta Policy aims to:

- Raise awareness of bullying behaviour as a form of unacceptable behaviour at the beginning of each school year and of each term.
- Clarify of the Bí Cineálta Procedures at the beginning of each school year.
- Review the Bí Cineálta Policy at the end of each school year.
- Continue to keep Social networking sites blocked on school computers. and operate in conjunction with the school's Internet Acceptable Usage Policy.
- Evaluate as part of our ongoing commitment to School Self-Evaluation, our effectiveness in creating a positive school climate/preventing and tackling bullying



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

and cyberbullying behaviour /implementing this policy. We will do this by means of regular surveys/ focus groups/ interviews/ teacher discussion.

- Support the Bí Cineálta Lead
- Establish a Bí Cineálta Committee

The following policies all support the implementation of the Bí Cineálta policy:

- Child Safeguarding and Risk Assessment
- Data Protection Policy
- Mobile Phone Policy
- Acceptable Use Policy
- Code of Behaviour and Discipline
- Dignity in the Workplace
- School Mission Statement
- Admissions Policy
- SPHE Policy
- Wellbeing Policy
- School Tour Policy
- SEN Policy

The school has the following supervision and monitoring policies in place to prevent and address bullying behaviour (see Chapter 5 of the Bí Cineálta procedures):

- Supervision Timetable for non-class contact time including mornings, breaks and lunch—appropriate active and vigilant supervision is an important measure to help prevent and address bullying behaviour. Staff have identified areas of the school for extra vigilance and these form part of the supervision guidelines for teachers undertaking such duties.
- Laurel Hill Coláiste FCJ provides a mix of organised activities during non-class contact time to support student wellbeing and positive engagement with one another, these include but are not limited to - Folláine sa leabharlann, Quiet reading time in the Library, Cumann Gaelach, Hockey, Choir, Comhairle na nDaltaí, Coiste Cineálta etc. All such activities are supervised by facilitating teacher



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

Section C: Addressing Bullying Behaviour

The teacher(s) with responsibility for addressing bullying behaviour is (are) as follows:

All relevant teachers, the Deputy Principal and Principal

When bullying behaviour occurs, the school will:

- > ensure that the student experiencing bullying behaviour is heard and reassured
- > seek to ensure the privacy of those involved
- > conduct all conversations with sensitivity
- > consider the age and ability of those involved
- > listen to the views of the student who is experiencing the bullying behaviour as to how best to address the situation
- > take action in a timely manner
- > inform parents of those involved

The steps that will be taken by the school to determine if bullying behaviour has occurred, the approaches taken to address the bullying behaviour and to review progress are as follows (see Chapter 6 of the Bí Cineálta procedures):

When identifying if bullying behaviour has occurred, the teacher should consider the following: what, where, when and why?

Students will be encouraged to give an account of what happened and will be supported as appropriate. If a group of students is involved, each student should be engaged with individually at first. Thereafter, all students involved should be met as a group. Students involved may be asked to write down their account of the incident. One or two staff members may be involved at this initial stage.

The definition of bullying provided in the Bí Cineálta policy and procedures sets out clear criteria to help the school in identifying bullying behaviour. The following questions from the Bí Cineálta procedures Appendix C can further assist the school in this regard:

- Is the behaviour targeted at a specific student or group of students?
- Is the behaviour intended to cause physical social or emotional harm?
- Is the behaviour repeated?

If the answer to each of the above questions is **Yes**, then the behaviour is bullying behaviour and the behaviour will be addressed using the Bí Cineálta procedures.

Incidents can occur where behaviour is unacceptable and hurtful but the behaviour is not bullying behaviour. Strategies that deal with inappropriate behaviour are provided for within the schools' Code of Behaviour



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

The school will use the following approaches to support those who experience, witness and display bullying behaviour (see Chapter 6 of the Bí Cineálta procedures):

The aim will be to resolve the issue and to restore, as far as is practicable, the relationship of the parties involved.

The school's primary aim is resolution, rather than apportioning blame.

Full cooperation of all parties involved is essential.

It will be made clear to pupils that where they report incidents of bullying, they are not considered to be telling tales but are behaving responsibly.

Laurel Hill Coláiste FCJ encourages the reporting of bullying behaviour to the relevant teachers.

The teacher to whom the report is being made will work with the relevant teacher (Guidance Counsellor, Year Head, Deputy Principal or Principal) to address the alleged report of bullying.

The relevant teacher in this school who will carry out further investigation into the alleged bullying incident may be the Year Head, Guidance Counsellor, Deputy Principal or Principal as appropriate.

Non-teaching staff such as secretaries, special needs assistants (SNAs), bus escorts, caretakers, cleaners must report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.

- Where bullying behaviour has occurred, the parents of the students involved must be contacted at an early stage to inform them of the matter and to consult with them on the actions to be taken to address the behaviour
- It is important to listen to the views of the student who is experiencing the bullying behaviour as to how best to address the situation
- A record will be kept of the engagement with all involved
- This record will document the form and type of bullying behaviour, if known, where and when it took place and the date of the initial engagement with the students involved and their parents
- The record will include the views of the students and their parents regarding the actions to be taken address the bullying behaviour
- The teacher must engage with the students involved and their parents again no more than 20 school days after the initial engagement
- Important factors to consider as part of this engagement are the nature of the bullying behaviour, the effectiveness of the strategies used to address the bullying behaviour and the relationship between the students involved
- The teacher will document the review with students and their parents to determine if the bullying behaviour has ceased and the views of students and their parents in relation to this



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

- The date that it has been determined that the bullying behaviour has ceased will also be recorded
- Any engagement with external services/supports will also be noted
- Ongoing supervision and support may be needed for the students involved even where bullying behaviour has ceased
- If the bullying behaviour has not ceased the teacher will review the strategies used in consultation with the students and their parents. A timeframe will be agreed for further engagement until the bullying behaviour has ceased
- The school also has a Student Support Team which meets every week at a set time. The Student Support Team is a group of dedicated teachers with a mandate to look after the emotional, pastoral and general wellbeing of students. The 'Student Support Team' includes the Principal, Deputy Principal, Guidance Counsellor, SEN Coordinator, Year Heads, and any relevant teacher or Múinteoir Ranga required for a specific situation or student. This team may be convened at short notice if the bullying situation is of such a serious nature to warrant such a response.
- If it becomes clear that the student who is displaying the bullying behaviour is continuing to display the behaviour, then the school consideration will be given to using the strategies to deal with inappropriate behaviour as provided for within the schools; Code of Behaviour. If disciplinary sanctions are considered, this is a matter between the relevant student, their parents and the school
- If a parent (s) is not satisfied with how the bullying behaviour has been addressed by the school, in accordance with the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools, they will be referred to the school's complaints procedures
- If a parent is dissatisfied with how a complaint has been handled, they may make a complaint to the Ombudsman for Children if they believe that the school's actions have had a negative effect on the student

All bullying behaviour will be recorded. This will include the type of behaviour, where and when it took place, and the date of the engagement with students and parents. The actions and supports agreed to address bullying behaviour will be documented. If the bullying behaviour is a child protection concern the matter will be addressed without delay in accordance with *Child Protection Procedures for Primary and Post-Primary Schools*.

Section D: Oversight

The principal will present an update on bullying behaviour at each board of management meeting. This update will include the number of incidents of bullying behaviour that have been



Laurel Hill Coláiste FCJ

Cnoc na Labhras, Luimneach V94 CR26

Web: www.laurelhillcolaistefcj.ie

Príomhoide: Ms. Úna Uí Ghríofa Príomhoide Tánaisteach Gníomhach: Ms. Marinella Ní Reachtair

Telephone: (061) 313636 Email: principal@laurelhillcolaistefcj.ie

reported since the last meeting, the number of ongoing incidents and the total number of incidents since the beginning of the school year. Where incidents of bullying behaviour have occurred, the principal will also provide a verbal update which will include where relevant, information relating to trends and patterns identified, strategies used to address the bullying behaviour and any wider strategies to prevent and address bullying behaviour where relevant. This update does not contain personal or identifying information. See Chapter 7 of the Bí Cineálta procedures.

This policy is available to our school community on the school's website and in hard copy on request. A student friendly version of this policy is displayed in the school and is also available on our website and in hard copy on request.

This policy and its implementation will be reviewed, following input from our school community, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers.

Signed: *Gíarán McMahon*

Date: 10/6/2026

(Chairperson of board of management)

Signed: *Úna Uí Ghríofa*

Date: 10/6/2026

(Principal)