



# St. Kevin's Junior National School

Newbrook Avenue, Donaghmede, Dublin 13.

## Anti-Bullying Policy



# St Kevin's Junior National School Anti-Bullying Policy

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 St. Kevin's Junior School 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.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following **key principles of best practice** in preventing and tackling bullying behaviour.:

## 1. 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.

### St. Kevin's Junior National School:

- Acknowledges the right of each member of the school community to enjoy school in a secure environment.
- Acknowledges the uniqueness of each individual.
- Promotes positive habits of self-respect, self-discipline and responsibility amongst all its members
- Prohibits vulgar, offensive, sectarian or other aggressive behaviour of language.
- Has a clear commitment to promoting equality in general and gender equity in particular in all aspects of its functioning.
- Has the capacity to change in responses to pupil needs.

## 2. Effective leadership

## 3. A school-wide approach

## 4. A shared understanding of what bullying is and its impact

## 5. Implementation of education and prevention strategies (including awareness raising measures) that:

- build empathy, respect and resilience in pupils; and
- explicitly address the issues of bullying;

## 6. Effective supervision and monitoring of pupils

## 7. Supports for staff

## 8. Consistent recording investigation and follow up of bullying behaviour (including use of established intervention strategies); and

## 9. On-going evaluation of the effectiveness of the anti-bullying policy.

# St Kevin's Junior National School Anti-Bullying Policy

In accordance with the [Anti-Bullying Procedures for Primary and Post-Primary Schools](#) bullying is defined as follows:

***Bullying is unwanted negative behaviour, 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 and
- 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, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where the 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.

Additional information on different types of bullying are set out in **Section 2** of the *Anti-Bullying Procedures for Primary and Post Primary Schools*.

The relevant teachers for investigating and dealing with bullying in our school are:

- **Ms. Orlagh Leonard, Principal Teacher**
- **Ms Margaret McElvaney, Deputy Principal**
- **And all class and support teachers**

*Please note, any teacher may act as a RELEVANT TEACHER if circumstances warrant it.*

## **Education and Prevention Strategies**

The education and prevention strategies (*including strategies specifically aimed at cyber-bullying, homophobic and transphobic bullying*) that will be used by the school are as follows:

- Programmes that help prevent bullying by fostering respect, empathy, resilience and self-worth (SALT, Stay Safe, RSE Programmes, Circle Time).
- Procedures that help prevent bullying: themed assemblies to foster positive behaviours, promotion of Friendship Week/Month, Yard buddy systems.

# St Kevin's Junior National School Anti-Bullying Policy

## School-Wide Approach

A school wide approach to:

- Foster respect for all members of the school community
- Promote the value of diversity to address issues of prejudice and stereotyping, and highlight the unacceptable of bullying behaviour
- Foster and enhance the self-esteem of all pupils through both curricular and extracurricular activities. Pupils will be provided with opportunities to develop a positive sense of self-worth through formal and informal interactions.
- Provide whole staff professional development on bullying to ensure that all staff develops an awareness of what bullying is, how it impacts on pupils' lives and the need to respond to it. **Prevention & Intervention.**
- Provide an annual audit of professional development needs with a view of assessing staff requirements through internal staff knowledge/expertise and external sources.
- Provide professional development with a specific focus on the training of teachers.
- Provide school wide awareness, raising and training on all aspects of bullying, to include pupils, parent(s)/caregiver(s) and the wider school community.
- Providing supervision and monitoring of classrooms, corridors, school grounds, school tours and extra-curricular activities. Non-teaching and ancillary staff will be encouraged to be vigilant and report issues to relevant teachers. Supervision will also apply to monitoring student use of technology within the school.
- Include the involvement of the students in contributing to a safe school environment e.g. Yard Buddy System - this can help to support pupils and encourage a culture of peer respect and support
- Develop and promote the Anti-Bullying code for the school and display it on our school website.
- Ensure the school's Anti-Bullying Policy is discussed with pupils and all parent(s)/caregiver(s) are given a copy as part of the Code of Behaviour of the school on enrolment.
- Ensure the implementation of regular whole school awareness measures e.g. the promotion of friendships, and bullying prevention; Annual Friendship Week, regular school assemblies by principal, deputy principal, or teachers.
- Encourage a culture of "telling", with particular emphasis on the importance of bystanders. In that way, pupils will gain confidence in "telling". This confidence factor is of vital importance. It should be made clear to all pupils that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly.

# St Kevin's Junior National School Anti-Bullying Policy

## School-Wide Approach *contd...*

A school wide approach to:

- Ensure that pupils know who to tell and how to tell e.g.
  - *Direct approach to the teacher at an appropriate time, for example, after class.*
  - *Niggle box*
  - *Get a parent(s)/caregiver(s) or friend to tell on your behalf*
  - *Ensure bystanders understand the importance of “telling”, if they witness or know that bullying is taking place.*
- Identify clear protocols to encourage parent(s)/caregiver(s) to approach the school if they suspect that their child is being bullied. The protocol should be developed in consultation with parents.
- The development of an **Acceptable Use Policy** in the school to include the necessary steps to ensure that the access to technology within the school is strictly monitored.

## Implementation of Curricula

- The full implementation of the SPHE, the RSE and Stay Safe Programmes
- Continuous Professional Development for staff in delivering these programmes
- School wide delivery of lessons on bullying from evidence based programmes e.g. Stay Safe Programme, The Walk Tall Programme
- School wide delivery of lessons on
  - Relational Aggression
  - Cyber Bullying
  - Homophobic and Transphobic Bullying
  - Diversity and Interculturalism.
- The school should list every resource related to SPHE Curriculum, and make a list of supports:
  - Wall Tall Programme
  - Stay Safe Programme
  - RSE Programme
  - SALT Programme
- The school will specifically consider the additional needs of SEN pupils with regard to programme implementation and the development skills and strategies to enable all pupils to respond appropriately.

## Other Relevant Policies available on our Website:

- **Code of Behaviour**
- **Child Protection Policy**
- **Acceptable Use Policy**

# St Kevin's Junior National School Anti-Bullying Policy

St Kevin's Junior National School's Procedures for Investigation, Follow-Up and Record of Bullying Behaviour and the Established Intervention Strategies Used by the School for Dealing with Cases of Bullying Behaviour are as follows:

## Procedures for Investigating & Dealing with Bullying:

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame)

Our School's procedures will be consistent with the following approach and every effort will be made to ensure that all involved (including pupils, parent(s)/caregiver(s) understand this approach from the outset.

### 1. Reporting Bullying Behaviour

- Any pupil or parent(s)/caregiver(s) may bring a bullying incident to any teacher in the school.
- All reports, including anonymous reports of bullying, will be investigated and dealt with by the relevant teacher.
- Teaching and non-teaching staff such as secretaries, special needs assistants (SNAs), caretakers, cleaners, must report any incident of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.

### 2. Investigating & Dealing with Incidents:

#### Style of Approach:

- In investigating and dealing with bullying, the (relevant) teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;
- Parent(s)/caregiver(s) and pupils are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as practicable, the relationships of the parties involved as quickly as possible;
- Teachers should take a calm, unemotional problem-solving approach
- Where possible, incidents should be investigated outside the classroom situation to ensure the privacy of all involved;
- All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide very useful information in this way;
- When analysing incidents of bullying behaviour, the relevant teacher should seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example of dealing effectively with conflict in a non-aggressive manner.

## Style of Approach *contd...*

- If a group is involved, each member should be interviewed individually at first. Thereafter, all those involved should be met as a group. At the group meeting, each member should be asked for his/her account of what happened to ensure that everyone in the group is clear about each other's statements;
- Each member of a group should be supported through the possible pressures that may face them from the members of the group after the interview by the teacher;
- It may also be appropriate or helpful to ask those involved to write down their account of the incident(s)
- In cases where it has been determined by the relevant teacher that bullying behaviour has occurred, the parent(s)/caregiver(s) of the parties involved should be contacted at an early stage to inform them of the matter and explain the actions being taken (*by reference to the school policy*). The school should give parent(s)/caregiver(s) the opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports provide to the pupils;
- Where the relevant teacher has determined that a pupil has engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of the school's anti-bullying policy and efforts should be made to try to get him/her to see the situation from the perspective of the pupil being bullied;
- It must also be made clear to all involved (*each set of pupils and parent(s)/caregiver(s)*) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplines, his or her parent(s)/caregiver(s) and the school.

### 3. Follow up & Recording:

In determining whether a bullying case has been adequately and appropriately addressed, the relevant teacher must, as part of his/her professional judgement, take the following factors into account:

- Whether the bullying behaviour has ceased;
- Whether any issues between the parties have been resolved as far as practicable
- Whether the relationship between the parties have been restored as far as practicable;
- Any feedback received from the parties involved, their parent(s)/guardian(s) or the School Principal or Deputy Principal.

Follow-up meetings with the relevant parties involved should be arranged separately, with a view to possibly bringing them together at a later date if the pupil who has been bullied is ready and agreeable.

## Follow up & Recording *contd...*

Where a parent(s) / guardian(s) is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent(s)/guardian(s) must be referred, as appropriate, to the school's complaints procedures.

In the event that a parent(s)/guardian(s) has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parent(s)/guardian(s) of their right to make a complaint to the Ombudsman for Children.

## 4. Recording of Bullying Behaviour:

It is imperative that all recording of bullying incidents must be done in an objective and factual manner.

The school's procedures for noting and reporting bullying behaviour are as follows:

### 1. Informal: Pre-determination that bullying has occurred:

- All staff must keep a written record of any incidents witnessed by them or notified to them. Consideration needs to be given to where the records will be made e.g. incident book. All incidents must be reported to the relevant teacher.
- While all reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher, the relevant teacher must keep a written record of the reports, the actions taken and any discussions with those involved regarding the same.
- The relevant teacher must inform the principal of all incidents being investigated.

### 2. Formal Stage 1: Determination that bullying has occurred:

- If it is established by the relevant teacher that bullying has occurred, the relevant teacher must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
- The school in consultation with the relevant teacher(s) should develop a protocol for the storage of all records retained by the relevant teacher.

### 3. Formal Stage 2: Appendix 3 (From DES Procedures)

The relevant teacher **must** use the recording template at **Appendix 2** to record the bullying behaviour in the following circumstances:

- a.** in cases where he/she considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour occurred; **and**
- b.** where the school has decided as part of its anti-bullying policy that in certain circumstances bullying behaviour must be recorded and reported immediately to the Principal or Deputy Principal as applicable.

## St Kevin's Junior National School Anti-Bullying Policy

The school should list behaviours that must be recorded and reported immediately to the principal. These should be in line with the school's **Code of Behaviour**.

When the recording template is used, it must be retained by the relevant teacher in question and a copy maintained by the principal. Due consideration needs to be given where the records are kept, who has access to them, and how long they will be retained. Decisions around record keeping should be noted in this policy.

### 5. Established Intervention Strategies:

- Teacher interviews with all pupils
- Negotiating agreements between pupils and following these up by monitoring progress.

This can be on an informal basis or implemented through a more structured mediation process:

- Working with parent(s)/guardian(s) to support school interventions
- No Blame Approach
- Circle Time
- Restorative Interviews
- Restorative Conferencing

### 6. The School's Programme of Support for Working with Pupils Affected by Bullying is as Follows:

- All in-school supports and opportunities will be provided for the pupils affected by bullying to participate in activities designed to raise their self-esteem, to develop friendships and social skills and build resilience e.g.
  - *Pastoral Care System*
  - *Yard Buddy System*
  - *Care Team*
  - *Group Work such as Circle Time*
- If pupils require counselling or further support, the school will endeavour to liaise with the appropriate agencies to organise the same. This may be for the pupil affected by bullying or involved in bullying behaviour.
- Pupils should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher.

### 7. 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.

## St Kevin's Junior National School Anti-Bullying Policy

### **8. 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 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.

**This policy was adopted by the Board of Management on 18th September 2025**

This policy has been made available to school personnel, published on the school website. A copy of the policy will be made available to the Department and the patron if requested.

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

# St Kevin's Junior National School Anti-Bullying Policy

## Appendix 1: Examples of Bullying Behaviour

### 1. Harassment

Harassment based on any of the nine grounds in the equality legislation ( transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller Community) e.g. *sexual harassment, homophobic bullying, racist bullying etc.*

- Physical aggression
- Damage to property
- Name Calling
- Slagging
- The production, display or circulation of written words, pictures or other materials aimed at intimidating another person.
- Offensive graffiti
- Extortion
- Intimidation
- Insulting or offensive gestures
- The “look”
- Invasion of personal space
- A combination of any of the types listed.

### 2. Cyber

- **Denigration:** spreading rumours, lies or gossip to hurt a person's reputation
- **Harassment:** continually sending vicious, mean or disturbing messages to an individual
- **Impersonation:** posting offensive or aggressive messages under another person's name
- **Flaming:** using inflammatory or vulgar words to provoke an online fight
- **Trickery:** fooling someone into sharing personal information which you the post online
- **Outing:** posting or sharing confidential or compromising information or images
- **Exclusion:** purposefully excluding someone from an online group
- **Cyber stalking:** ongoing harassment and denigration that causes a person considerable fear for his/her safety
- **Silent telephone / mobile phone call**
- **Abusive telephone / mobile phone calls**
- **Abusive text messages**
- **Abusive email**
- **Abusive communication on social networks** e.g. Facebook / Ask.fm / X formerly known as X / You Tube
- **Games Consoles including** abusive website comments/blogs/pictures or abusive posts on any form of communication technology.

### 3. Identify Based Behaviours

Including any of the nine discriminatory grounds mentioned in equality legislation (*gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Travelling Community*).

- **Homophobic and Transfender** including spreading rumours about a person's sexual orientation, taunting a person of a different sexual orientation, name calling e.g. *gay, lesbian, queer in a derogatory manner, physical intimidation or attacks and threats*.
- **Race, Nationality, Ethnic Background and or Membership of the Traveller Community** including discrimination, prejudice, comments or insults about colour, nationality, culture, social class, religious beliefs, ethnic or traveller background and exclusion on the basis of any of the above.

### 4. Relational

This involves manipulating relationships as a means of bullying. Behaviours include:

- Malicious gossip
- Isolation and exclusion
- Ignoring
- Excluding from the group
- Taking someone's friends away
- Spreading rumours
- Breaking confidence
- Talking loud enough so that the victim can hear
- The "look"
- Use of terminology such as "nerd" in a derogatory way

### 5. Sexual



Unwelcome or inappropriate sexual comments or touching / harassment.

### 6. Special Educational Needs

### 7. Disability

- Name calling
- Taunting others because of their disability or learning needs
- Taking advantage of some pupil's vulnerabilities and limited capacity to recognise and defend themselves against bullying
- Taking advantage of some pupil's vulnerabilities and limited capacity to understand social situations and social cues
- Mimicking a person's disability
- Setting others up for ridicule.

This listing was ratified by the Board of Management on 18th September, 2025

Signed:  <b>Chairperson</b> Date: 18/09/2025	Signed:  <b>Principal</b> Date 18/09/2025
---------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------



# St. Kevin's Junior National School

Newbrook Avenue, Donaghmede, Dublin 13.

## Template for Recording Bullying Behaviour

### 1. Name of Pupil Being Bullied & Class Group:

Name of Pupil Being Bullied:	
Class Group:	

### 2. Name(s) and Class(es) of Pupil(s) Engaged in Bullying Behaviour:

	Name:	Class:
1		
2		
3		
4		
5		

### 3. Source of Bullying Concern/Report:


### 4. Location of Incidents:

<i>Examples: playground, classroom, corridor, toilets, school bus etc</i>

### 5. Name of Person(s) who Reported the Bullying Concern:


**6. Type of Bullying Behaviour - please tick relevant box(es):**

- Physical Aggression Cyber - Bullying:
- Damage to Property
- Intimidation
- Isolation/Exclusion
- Malicious Gossip
- Name Calling
- Other

*If "other" please specify:*

**7. Where Behaviour is Regarded as Identity-Based Bullying, Indicate the Relevant Category by ticking the box below:**

- Homophobic
- Disability/SEN related
- Racist
- Membership of Traveller Community
- Other

*If "other" please specify:*

**8. Brief Description of Bullying Behaviour and its Impact:**

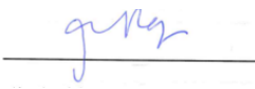


**9. Details of Action Taken:**


Signed Relevant Teacher:		Date:	
Date submitted to Principal / Deputy Principal:			

## Appendix 4: Checklist for Annual Review of Anti-Bullying Policy and its Implementation.

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

	YES/NO
Has the board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures of Primary and Post-Primary Schools</i> ?	
Has the Board published the policy on the school website and provided a copy to the parent's association?	
Has the Board ensured that the policy has been made available to school staff ( <i>including new staff</i> )?	
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	
Has the Board ensured that the policy has been adequately communicated to all pupils?	
Has the policy documented the prevention and education strategies that the school applies?	
Have all of the prevention and education strategies been implemented?	
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	
Has the Board received and minuted the periodic summary reports of the Principal?	
Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	
Has the board received any complaints from parents regarding the school's handling of bullying incidents?	
Have any parents withdrawn their children from the school citing dissatisfaction with the school's handling of a bullying situation?	
Have an Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?	
Has the data available from cases reported to the Principal ( <i>by the bullying recording template</i> ) been analysed to identify any issues, trends or patterns in bullying behaviour?	
Has the Board identified any aspects of the school's policy and/or its implementation that require further information?	
Has the Board put in place an action plan to address any areas for improvement?	

Signed:  <b>Chairperson</b> Date: 18/09/2025	Signed:  <b>Principal</b> Date 18/09/2025
---------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------

