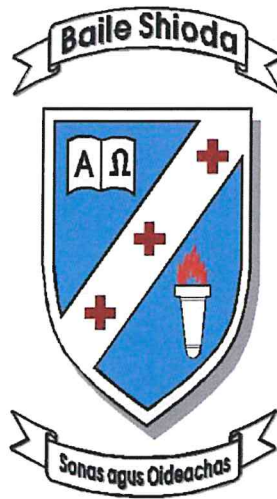


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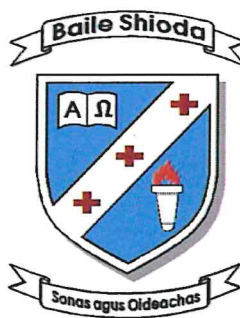
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ANTI-BULLYING POLICY

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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 has adopted the following anti-bullying policy within the framework of the school's overall code of behaviour. This policy 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 serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore committed to the following key principles of best practice in preventing and tackling bullying behaviour:
 - a) A positive school culture and climate which:
 - i. Is welcoming of difference and diversity and is based on inclusivity;
 - ii. Encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
 - iii. Promotes respectful relationships across the school community;
 - b) Effective leadership;
 - c) A school-wide approach;
 - d) A shared understanding of what bullying is and its impact;
 - e) Implementation of education and prevention strategies (including awareness raising measures) that –
 - i. Build empathy, respect and resilience in pupils; and
 - ii. Explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.
 - f) Effective supervision and monitoring of pupils;
 - g) Supports for staff;
 - h) Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and

- i) On-going evaluation of the effectiveness of the anti-bullying policy.
2. Bullying is defined as 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:

- a) Deliberate exclusion, malicious gossip and other forms of relational bullying, cyber-bullying and
- b) Identity-based bullying such as homophobic bullying, racist bullying, bullying based on;
- c) 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/private message, do not fall within the definition of bullying and will 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 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.

The list of examples below is non exhaustive.

Examples of bullying behaviours

General behaviours which apply to all types of bullying	<ul style="list-style-type: none"> • Harassment based on any of the nine grounds in the equality legislation • Physical aggression • Damage to property • Name calling • The production, display or circulation of written words, pictures or other materials aimed at intimidating another person • Extortion • Intimidation • Insulting or offensive gestures • A combination of any of the types listed
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<p>Cyber</p>	<ul style="list-style-type: none"> • 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 then post online • Outing: Posting or circulating confidential or compromising/hurtful 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 emails • Abusive communication on social networks • Abusive website comments • Abusive posts on any form of communication technology
<p>Identity 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 Traveller community).</p>	
<p>Homophobic and Transgender</p>	<ul style="list-style-type: none"> • Spreading rumours about a person's sexual orientation

	<ul style="list-style-type: none"> • Taunting a person of a different sexual orientation • Name calling e.g. Gay, queer, lesbian...used in a derogatory manner • Physical intimidation or attack • Threats
Race, nationality, ethnic background and membership of the Traveller community	<ul style="list-style-type: none"> • Discrimination, prejudice, comments or insults about colour, nationality, culture, social class, religious belief, ethnic or traveller background • Exclusion on the basis of any of the above
Rational	<p>This involves manipulating relationships as a means of bullying. Behaviours include:</p> <ul style="list-style-type: none"> • Malicious gossip • Isolation and exclusion • Ignoring • Excluding from the group • Spreading rumours • Talking; loud enough so that the victim can hear • Use of terminology in a derogatory way
Sexual	<ul style="list-style-type: none"> • Unwelcome or inappropriate sexual comments or touching • Harassment • Circulation of inappropriate/insensitive images/media/materials
Special Educational Needs, Disability	<ul style="list-style-type: none"> • Name calling • Taunting/mimicking others because of their disability or learning needs • Taking advantage of some pupils' vulnerabilities and limited capacity to recognise and defend themselves against bullying • Taking advantage of some pupils' vulnerabilities and limited capacity to understand social situations and

	<p style="text-align: center;">social cues</p> <ul style="list-style-type: none"> • Setting others up for ridicule
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3. The relevant teacher(s) for investigating and dealing with an allegation of bullying will normally be the class teacher. However an allegation of bullying may be raised with any teacher in the school. Teachers will take appropriate measures regarding allegations in accordance with the school's anti-bullying policy.

4. The education and prevention strategies (including strategies aimed at cyber-bullying and identity-based bullying) that will be used by the school are as follows: *Teach anti bullying lessons in accordance with the S.P.H.E. (Walk Tall 3rd – 6th) Programme from Junior Infants to 6th class explicitly teaching respectful language and respectful behaviour. Teach Stay Safe Lessons on bullying which focus on the different types of bullying and what to do if bullied.*
Teach Religion /Ethical programme content that relates to anti-bullying.
Oral work in all subjects to promote self-esteem and enhance relationships.
Use School Assemblies to foster a positive school spirit, to increase awareness of the schools anti bullying policy.
Staff will model respectful behaviour.
Display respect messages in classrooms and around the school.
Acknowledge desired respectful behaviour.
Tackle the use of discriminatory/derogatory language in the school including homophobic/racist language and language that belittles pupils with a disability and give feedback when respectful behaviour and respectful language are absent.
Teach school rules and promote/recognise compliance with school rules and routines.
Explicitly teach pupils about appropriate use of social media and the need to be safe.
Encourage pupils to comply with the school rules on mobile phone and internet use.
All staff will actively watch out for signs of bullying behaviour.
Provide adequate supervision including playground/school yard/outdoor supervision.
Actively seek parental support for anti-bullying measures/procedures.
Make clear to pupils that when they report incidents of bullying they are acting responsibly and are not telling tales.

Pupils are not permitted to have a mobile phone during school time or while on the school premises/grounds.

If for an exceptional reason a pupil must bring a phone to school, a written explanation should be given to the class teacher. The phone must be switched off and given to the class teacher during the school day.

School computers have a system to block social media websites limiting access to opportunities to engage in any inappropriate activity online.

The school will provide parents with advice and guidelines in relation to their responsibilities for keeping their children safe on line.

Parents and pupils are expected to sign an acceptable Use of I.C.T. /Contract, the contents of which teachers will regularly raise with pupils and which parents are expected to discuss with their children.

5. 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 and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows:

The primary aim is to resolve issues and to restore, as far as is practicable, the relationships of the parties involved rather than to apportion blame;

In investigating and dealing with bullying, the teacher will exercise professional judgement to determine whether bullying has occurred and how best the situation might be resolved;

Reports, including anonymous reports of bullying will be investigated and dealt with.

Non-teaching staff are encouraged to report incidents of bullying behaviour witnessed by them to the relevant teacher;

Pupils who observe incidents of bullying behaviour should be encouraged to discuss them with teachers.

Parents and pupils are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as is practicable, the relationships of the parties involved as quickly as possible;

Teachers will take a calm, problem-solving approach when dealing with incidents of alleged bullying behaviour reported by pupils, staff or parents;

Interviews will be conducted with sensitivity and with due regard to the rights of all pupils concerned;

If a group or individual is involved, each member may be interviewed by the class teacher and principal either individually or as a group with prior parental/guardian consent. If parental/guardian consent is not given, parents/guardians will be requested to be present when the teachers speak to the pupil, within two days of the teacher being informed of the behaviour(s). In the event of guardian/parent(s) non attendance teachers will proceed with the investigation. Children may be asked to write down their account of the incident(s) or meet as a group. At the group meeting, each member may be asked for his/her account of what happened (which may be in written form).

In cases where it has been determined by the relevant teachers that bullying behaviour has occurred, the parents of the parties involved will be contacted again and updated to inform them of the matters arising and explain the actions being taken (by reference to the school policy)

Where the relevant teacher has determined that a pupil has been 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;

Any disciplinary sanctions are a private matter between the pupil being disciplined, his or her parents and the school and are dealt with in accordance with the schools behaviour policy;

Follow-up meetings with the relevant parties involved may 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.

In cases where the relevant teacher considers that the bullying behaviour has not been adequately and appropriately addressed within 20 schooldays after

he/she has determined that bullying behaviour has occurred, it must be recorded by the relevant teacher in the appropriate recording template;

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

- a) Whether the bullying behaviour has ceased;*
- b) Whether any issues between the parties have been resolved as far as is practicable;*
- c) Whether the relationships between the parties have been restored as far as is practicable; and*
- d) Any feedback received from the parties involved, their parents or the school Principal or Deputy Principal;*

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

In the event that a parent has exhausted the school's complaints procedures and is still not satisfied, the school will advise the parents of their right to make a complaint to the Ombudsman for children.

The Children First National Guidance for the Protection and Welfare of Children 2011 (Children First) and the Child Protection Procedures for Primary and Post-Primary Schools provide that in situations where "the incident is serious and where the behaviour is regarded as potentially abusive, the school must consult the HSE Children and Family Social Services with a view to drawing up an appropriate response, such as a management plan".

Serious instances of bullying behaviour will in accordance with the Children First and The Child Protection Procedures for Primary and Post-Primary Schools, be referred to the HSE Children and Family Services and/or Gardai as appropriate.

6. The school's programme of support for working with pupils affected by bullying is as follows;

Pupils who have been bullied will be supported by the school within the limits of resources available through the provision of opportunities to participate in activities designed to raise self-esteem, to develop friendships and social skills and thereby build resilience whenever this is needed. Where appropriate and available a referral for counselling may be made.

Support for pupils involved in bullying behaviour will also be provided by the school within the limits of resources available. For those with low self-esteem this will include opportunities to increase feelings of self-worth. Pupils who engage in bullying behaviour may be referred for counselling where appropriate and available to help them learn other ways of meeting their needs without violating the rights of others.

7. 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.
8. 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.
9. This policy was adopted by the Board of Management on 28th November 2022.
10. This policy has been made available to school personnel, is readily accessible to parents and pupils on request, is provided to the Parents' Association and is placed on the school's website. A copy of this policy will be made available to the Department and the patron, if requested.
11. This policy and its implementation will be reviewed by the Board of Management regularly. Notification that the review has been completed will be made available to school personnel, readily accessible to parents and pupils on request 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.

School Procedure to deal with an **allegations of bullying**

On a termly basis teachers will administer a confidential questionnaire/sociogram. In all other instances if a child reports an incident of alleged bullying it should be brought to the attention of their class teacher.

The class teacher and the principal will attempt to establish if it is a once off or repeated incident.

Should the case involve two individual pupils. Parent's permission will be sought to speak to the pupils on an individual basis regarding the **type of behaviours**. Two teachers will be present during the process.

If parental consent is not given, parents will be requested to be present when the teachers speak to the pupil, within two working days of the teacher being informed of the behaviours. In the event of guardian/parent(s) non attendance teachers will proceed with the investigation.

If it is apparent that bullying has occurred parents of all the children involved will be requested to discuss the matter with the principal and class teacher with a view to resolving the issue.

All staff should be kept informed of the incident.

Following on from the resolution the pupils will be monitored by all staff with the class teacher regularly checking in on the pupils and with parents.

A template for recording any incident of bullying will be stored on Google Drive. The child's POD number should be used as an identifier. This can be completed, printed and placed in the dedicated filing cabinet in the Principal's office.

If the pupil continues to bully an in school suspension will be issued in line with the Code of Behaviour.

Ballyheada NS; Report of Bullying

1. Name of pupil being bullied and class group

Name: _____ Class _____

2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour

3. Source of bullying concern/report (tick relevant box(es))*

Pupil concerned	<input type="checkbox"/>
Other Pupil	<input type="checkbox"/>
Parent	<input type="checkbox"/>
Teacher	<input type="checkbox"/>
SNA	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

4. Location of incidents (tick relevant box(es))*

Playground	<input type="checkbox"/>
Classroom	<input type="checkbox"/>
Corridor	<input type="checkbox"/>
Toilets	<input type="checkbox"/>
Excursion	<input type="checkbox"/>
School Bus	<input type="checkbox"/>
Car park	<input type="checkbox"/>
Sherpa	<input type="checkbox"/>
Other	<input type="checkbox"/>

5. Name of person(s) who reported the bullying concern

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

Physical Aggression	<input type="checkbox"/>	Cyber-bullying	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Malicious Gossip	<input type="checkbox"/>
Harassment	<input type="checkbox"/>	The production, display or circulation of written words, pictures or other materials aimed at intimidating another person	<input type="checkbox"/>
Name Calling	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
Extortion	<input type="checkbox"/>	Insulting or offensive gestures	<input type="checkbox"/>

7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homophobic	Disability/SEN related	Racist	Membership of Traveller community	Other (specify)

8. Brief Description of bullying behaviour and its impact

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9. Details of actions taken

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Signed _____ (Relevant Teacher) Date: _____
Date submitted to Principal/Deputy Principal _____

Policy was reviewed on : Bernadette Harrington

Chairperson:

Date: 7/10/2024

Appendix 4 Checklist for annual review of the 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 for Primary and Post-Primary Schools</i> ?	✓
Has the Board published the policy on the school website and provided a copy to the parents' association?	✓
Has the Board ensured that the policy has been made available to school staff (including new staff)?	✓
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?	X
Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?	X
Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?	X
Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	N/A
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	X
Has the Board put in place an action plan to address any areas for improvement?	✓

Signed Bernadette Hanrahan
Chairperson, Board of Management

Date 7/10/24

Signed Jacqui McCarthy
Principal

Date 7th Oct 24