



Coláiste na Carrraige

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 na Carraige** school has adopted the following anti-bullying policy within the framework 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 pupils and 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 delivery 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 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 pupils, 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 staff;
 - Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
 - 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, 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 is set out in Section 2 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

4. The relevant teacher(s) for investigating and dealing with bullying is(are) as follows: (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):

The Principal, Deputy Principal, Year Head, Class Tutor, Class Teacher, Guidance Councillor, Pastoral Care Team and other staff members.

5. The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying) that will be used by the school are as follows(see Section 6.5 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):

- **The dissemination of the school's 'Anti-bullying policy' to the students, staff, parents and Board of Management. The policy will**

be included in student journals and staff handbooks. The policy will be available on the Student Council website.

- **Delivery of the SPHE and CSPE curricula which include anti-bullying modules and the facilitation of training for staff in the delivering these programmes.**
- **All I.C.T. courses will incorporate a module on social media, cyber bullying and internet safety.**
- **All staff will be actively involved in supervising classrooms, corridors, school grounds, extra-curricular activities and use of ICT technology to deter bullying.**
- **An “Anti-bullying week” and “Stand-up week” will be held annually, to raise awareness of homophobic and other types of bullying. The pastoral care team and the student council will collaborate in organising the activities for the week.**
- **There will be a high visibility poster campaign within school common areas and classrooms reinforcing the school stance on bullying.**
- **All tutor classes will facilitate an opportunity for students to ‘Drop a Note’. School assemblies will reinforce the school stance on bullying.**
- **Annual student surveys on bullying will be carried out and analysed by pastoral care team and school management.**
- **First year induction days for incoming students and their parents will include information on the schools anti-bullying strategies. The pastoral care co-ordinator will visit each of the four primary schools when the incoming first years are in 6th class. A buddy/mentor system will be set up between senior students and incoming 1st years by the pastoral care co-ordinator.**
- **Staff will be encouraged to use Restorative Practices when dealing with bullying incidents. Training for staff in Restorative Practices will be facilitated by the school.**
- **All 1st, 2nd and 3rd year students remain on school grounds at lunchtime, this has considerably reduced the number of bullying incidents.**

6. The school's procedures for investigating, follow-up and recording of bullying behaviour and the establishment intervention strategies used by the school for dealing with cases of bullying behaviour are as follows (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):

i. If an incident is reported to, or noticed by, a staff member, he/she will assess the situation. If he/she thinks they can resolve the situation, he/she will deal with it accordingly. The staff member will record the incident using the 'Template for Recording Alleged Bullying Behaviour' (see appendix I) and will subsequently record any further actions they take regarding the incident and attach this information to the form. These records will be filed in the Deputy Principal's office. If the incident is such that the staff member thinks it should be dealt with by the Year Head, then he/she will record the incident and report it to the relevant Year Head.

ii. If the incident is sufficiently serious that the staff member thinks it should be referred to the Principal or Deputy Principal, then he/she will record the incident and report it to the Principal/Deputy Principal.

iii. When investigating any incident, the relevant person will

- **Take a calm, unemotional problem-solving approach.**
- **Interview those involved separately initially.**
- **Conduct interviews with sensitivity.**
- **Not guarantee confidentiality in case it is necessary to report the incident to someone else.**
- **Seek answers to the questions: what, where, when, who and why.**
- **Keep a record of interviews and attach them to the initial report form.**

iv. Where it has been determined that bullying behaviour did occur, the parents of the parties involved will be contacted.

v. It will be made clear to all involved that in any situation where disciplinary sanctions are required, this is a private matter between the student, his/her parents and school.

vi. It will be made clear to the pupil who has engaged in bullying behaviour that he/she is in breach of the school's anti-bullying policy and efforts will be made to try to get him/her to see the situation from the perspective of the pupil being bullied.

vii. Follow-up meetings with the relevant parties may be arranged with a view to facilitating a restorative conference for them at a later date with the agreement of all parties.

viii. The student's Class teachers, Tutor, Year Head, Guidance Counsellor and the Pastoral Care co-ordinator will be informed of the bullying incident so that support is provided for the relevant students, should it be considered necessary.

ix. In cases where the relevant staff member considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour has occurred, it will be recorded by the relevant staff member using the 'Template for Recording Alleged Bullying Behaviour' (see appendix I). A report will be made to the Board of Management.

x. Serious instances of bullying behaviour will be referred to the HSE Children and Family Services and/or the Gardaí as appropriate.

7. The school's programme of support for working with pupils affected by bullying is as follows(see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):

An assessment of each case will be made as to what supports are required for pupils affected by bullying. The support given will vary from incident to incident and it will be assessed on a case by case basis.

The school will support pupils in a variety of ways. Some or all of the following will play a role in this support; The Principal, Deputy Principal, Guidance Counsellor, Year Head, Class Tutor, senior management, the Pastoral Care team, Buddies and parents.

The relevant person(s) will link with the student(s) affected as necessary, to offer advice, support and counselling.

If it is deemed that the school does not have the resources or the relevant skills to do this work, then support from outside agencies will be sought.

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.

10. This policy was adopted by the Board of Management on 26th May 2014.

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 Parent's 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 in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website (or where none exists, be otherwise readily accessible to parents and pupils on request) and provided to the Parent's Association (where one exists). A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: _____ Signed: _____
(Chairperson of BOM) (Principal)

Date: _____ Date: _____

Date of next review: _____