

Coláiste Chiaráin



Anti Bullying Policy

Coláiste Chiaráin Statement on Bullying

The community in Coláiste Chiaráin will ensure that all members - particularly students and staff - can work and have recreation in a stable and secure learning and working environment wherein complaints of bullying are dealt with in a prompt, fair, and equitable manner.

1. In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the National Education Welfare Board (NEWB), the Board of Management of Coláiste Chiaráin 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. Coláiste Chiaráin reserves the right to apply its bullying policy in respect of bullying that occurs at a location, activity, function or programme that is not school related if in the opinion of the principal and/or Board of Management the alleged bullying has created a hostile environment at Coláiste Chiaráin for the victim, has infringed on the rights of the victim and/or has materially or substantially disrupted the education process or the orderly operation of the school.
3. The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:
 - (a) A positive school culture and climate which
 - is welcoming of difference and diversity and is based on inclusivity;
 - encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
 - promotes respectful relationships across the school community;

See Appendix 4: Key elements of a positive Coláiste Chiaráin culture and climate, and also Appendix 5: Action Plan to promote a positive Coláiste Chiaráin culture and climate.

(b) Effective leadership

(c) A Coláiste Chiaráin-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-

- build empathy, respect and resilience in students; and
- explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying;

(f) Effective supervision and monitoring of students

(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.

4. 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 Coláiste Chiaráin'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 Coláiste Chiaráin'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*.

The list of examples below is non exhaustive, and Coláiste Chiaráin may wish to add behaviours which reflect their own circumstances.

Examples of bullying behaviours

<p>General behaviours which apply to all</p>	<ul style="list-style-type: none"> • Harassment based on any of the nine grounds in the equality legislation 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.
<p>Cyber</p>	<ul style="list-style-type: none"> • Denigration: Spreading rumors, 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 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/ Twitter/You Tube or on games consoles • Abusive website comments/Blogs/Pictures • Abusive posts on any form of communication technology

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).

Homophobic and Transgender	<ul style="list-style-type: none"> • Spreading rumours about a person's sexual orientation • Taunting a person of a different sexual orientation • Name calling e.g. Gay, queer, lesbian...used in a derogatory manner • Physical intimidation or attacks • 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 beliefs, ethnic or traveller background • Exclusion on the basis of any of the above
Relational	<ul style="list-style-type: none"> • This involves manipulating relationships as a means of bullying. Behaviours include: • Malicious gossip • Isolation & exclusion • Ignoring • Excluding from the group • Taking someone's friends away • "Bitching" • Spreading rumours • Breaking confidence • Talking loud enough so that the victim can hear • The "look"
Sexual	<ul style="list-style-type: none"> • Unwelcome or inappropriate sexual comments or touching • Harassment
Special Educational Needs, Disability	<ul style="list-style-type: none"> • Name calling • Taunting others because of their disability or learning needs • Taking advantage of some students' vulnerabilities and limited capacity to recognise and defend themselves against bullying • Taking advantage of some students' vulnerabilities and limited capacity to understand social situations and social cues. • Mimicking a person's disability • Setting others up for ridicule

5. 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):

Refer to section 6.8.3. and 6.8.4 in the Procedures.

The Relevant Teachers in Coláiste Chiaráin are:

Principal: Mr. O'Sullivan

Deputy Principal: Ms. Evelyn Canty

Deputy Principal: Mr. James O'Shaughnessy

Year heads:

Form 1: Ms. Finucane

Form 2: Ms. Farrell

Form 3: Mr. O'Connor

Form 4: Ms. Stack

Form 5: Mr. Hanley

Form 6: Ms. O'Brien

Any other teacher may act as a relevant teacher if circumstances warrant it.

6. The education and prevention strategies (including strategies specifically aimed at cyber-bullying, homophobic and transphobic bullying) that may be used by Coláiste Chiaráin are as follows (see Section 6.5 of the *Anti-Bullying Procedures for Primary and Post-Primary SCHOOL/COLLEGES*):

Education and prevention strategies may include the following:

Coláiste Chiaráin-wide approach

- A school-wide approach to the fostering of respect for all members of the Coláiste Chiaráin community.
- The promotion of the value of diversity to address issues of prejudice and stereotyping, and highlight the unacceptability of bullying behaviour.
- The fostering and enhancing of the self-esteem of all our students through both curricular and extracurricular activities. Students will be provided with opportunities to develop a positive sense of self-worth through formal and informal interactions.
- Whole staff professional development on bullying to ensure that all staff develop an awareness of what bullying is, how it impacts on students' lives and the need to respond to it-prevention and intervention.
- Professional development with specific focus on the training of the relevant teacher(s)
- Coláiste Chiaráin-wide awareness raising and training on all aspects of bullying, to include students, parent/guardian and the wider Coláiste Chiaráin community.

- Supervision and monitoring of classrooms, corridors, Coláiste Chiaráin grounds, 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 communication technology within Coláiste Chiaráin.
- Involvement of the student council in contributing to a safe school environment e.g. Buddy system, mentoring, Lunchtime Pals and other student support activities that can help to support students and encourage a culture of peer respect and support.
- Development and promotion of an Anti-Bullying code for Coláiste Chiaráin to be included in student journals and displayed publicly in classrooms and in common areas of the school.
- Coláiste Chiaráin's anti-bullying policy is discussed with students and all parent(s)/guardian(s) are given a copy as part of the Code of Behaviour of the school (every year).
- The implementation of regular (e.g. per year/per term/per month/per week) whole school awareness measures e.g. a dedicated notice board in the school and classrooms on the promotion of friendship, and bullying prevention; annual Friendship Week and parent(s)/guardian(s) seminars; annual or term or monthly student surveys; regular school or year group assemblies by principal, deputy principal, year heads etc.
- Encourage a culture of telling, with particular emphasis on the importance of bystanders. In that way students will gain confidence in 'telling'. This confidence factor is of vital importance. It should be made clear to all students that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly.
- Ensuring that students know who to tell and how to tell, e.g.:
 - o Direct approach to teacher at an appropriate time, for example after class.
 - o Hand note up with homework.
 - o Make a phone call to Coláiste Chiaráin or to a trusted teacher in the school.
 - o Anti-bully or Niggle box?
 - o Get a parent(s)/guardian(s) or friend to tell on your behalf.
 - o Administer a confidential questionnaire once a term to all students.
 - o Ensure bystanders understand the importance of telling if they witness or know that bullying is taking place.
- Identify clear protocols to encourage parent(s)/guardian(s) to approach the Coláiste Chiaráin 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 Coláiste Chiaráin to include the necessary steps to ensure that the access to technology within the school is strictly monitored, as is the students' use of mobile phones.
- The listing of supports currently being used in the school and the identification of other supports available to the Coláiste Chiaráin e.g. GLEN www.glen.ie, BeLonGTo www.belongto.org

Implementation of curricula

- The full implementation of the SPHE and CSPE curricula and the RSE and Stay Safe Programmes.
- Continuous Professional Development for staff in delivering these programmes.
- Coláiste Chiaráin-wide delivery of lessons on bullying from evidence based programmes which could include, e.g. Cool School Lessons, #UP2US, The Walk Tall Programme, On My Own Two Feet.
- Coláiste Chiaráin-wide delivery of lessons on **Relational aggression** (Cool School Programme: A Friend in Deed), **Cyber Bullying** (#UP2US, Be Safe-Be Web wise, Think Before you Click, Let's Fight it Together, Web wise Primary teachers' resources), **Homophobic and Transphobic**

Bullying (Growing up LGBT, Stand Up Programme, The Trust pack)**Diversity and Interculturalism.** Coláiste Chiaráin should list every resource related to the SPHE curriculum, and make a list of supports.

- Delivery of the Garda SPHE Programmes at primary and post- primary level. These lessons, delivered by Community Gardaí, cover issues around personal safety and cyber-bullying
- The school will specifically consider the additional needs of SEN students with regard to programme implementation and the development of skills and strategies to enable all students to respond appropriately.

Links to other policies

- Other policies which are relevant include; Code of Behaviour, Child Protections policy, Acceptable Use policy, Attendance Policy.

7. Coláiste Chiaráin'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 (see Section 6.8 of the Anti-Bullying Procedures for Primary and Post-Primary School):

6.8.9. Procedures for Investigating and 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);

Coláiste Chiaráin's procedures must be consistent with the following approach.

Every effort will be made to ensure that all involved (including students, parent(s)/guardian(s)) understand this approach from the outset.

Coláiste Chiaráin reserves the right to investigate allegations of bullying (and to take disciplinary action where necessary) where bullying is perpetrated by a member of the school community and it impinges on the work or well-being of a student in the school, even where the bullying acts are committed outside of the school/college.

Reporting bullying behaviour (Appendix 1 - Incident Referral Form)

- Any pupil or parent(s)/guardian(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), bus escorts, caretakers, cleaners must report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher;

Possible Sanctions for bullying behaviour

- Verbal Warning
- Written Warning
- Formal verbal Warning with parents present
- After school Detention

- A letter sent home to parents
- Suspension (The duration of which will be determined by the Principal).
- Permanent Exclusion

Investigating and dealing with incidents: Style of approach

- In investigating and dealing with bullying, the Dean will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;
- Parent(s)/guardian(s) and students are required to co-operate with any investigation and assist Coláiste Chiaráin in resolving any issues and restoring, as far as is 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 students concerned. Students who are not directly involved can also provide very useful information in this way;
- When analysing incidents of bullying behaviour, the Dean should seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner;
- If a group is involved, each member should be interviewed individually at first.
- Each member of a group should be supported through the possible pressures that may face them from the other members of the group after the interview by the Dean;

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 that bullying behaviour has occurred, the parent(s)/guardian(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). Coláiste Chiaráin should give parent(s)/guardian(s) an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports provided to the students;
- Where the Dean 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;
- It must also be made clear to all involved (each set of students and parent(s)/guardian(s)) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parent(s)/guardian(s) and the school.

Follow up and Recording

- In determining whether a bullying case has been adequately and appropriately addressed the Dean 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 is practicable;
 - Whether the relationships between the parties have been restored as far as is 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.
- Where a parent(s)/guardian(s) is not satisfied that Coláiste Chiaráin has dealt with a bullying case in accordance with these procedures, the parent(s)/guardian(s) must be referred, as appropriate, to the Coláiste Chiaráin's complaints procedures, which includes an appeal to the
- 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.

Recording of Bullying Behaviour

Records: Protocol

- Access to the records is open to Coláiste Chiaráin management and relevant teachers only.
- Records will be retained for a period of up to five years after the student leaves the school.
- Records will be stored securely.

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

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

Informal- pre-determination that bullying has occurred

- All staff must keep a written record of any incidents witnessed by them or notified to them. All incidents must be reported to the Dean.
- While all reports, including anonymous reports of bullying must be investigated and dealt with by the Dean; the Dean must keep a written record of the reports, the actions taken and any discussions with those involved regarding same
- The Dean must inform the principal/deputy principal of all incidents being investigated.

Informal-determination that bullying has occurred

- If it is established by the Dean that bullying has occurred, the Dean 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.
- Coláiste Chiaráin, in consultation with the relevant teacher(s), should develop a protocol for the storage of all records retained by the Dean.

Formal-Appendix 2 (Investigation Report)

The Dean 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) the following circumstances bullying behaviour must be recorded and reported immediately to the Principal or Deputy Principal as applicable.

- Where the bullying behaviour poses an immediate risk to the health and safety of another student/s or members of the school community
- Where the “recipient” has disclosed that he/she is particularly vulnerable and at “risk”
- Where the alleged “bully” discloses that he/she is at risk

When the recording template is used, it must be retained by the Dean in question and a copy maintained by the principal. Records of all investigations of bullying behaviour will be **stored in a secure location** within a defined area of the school.

8. The school’s programme of support for working with students affected by bullying is as follows (see Section 6.8.16 of the Anti-Bullying Procedures for Primary and Post-Primary School :

- In-school supports and opportunities will be provided for the students 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
 - Buddy / Peer mentoring system
 - Tutor/Year head system
 - Care team / Student Support Team
 - Group work such as circle time
- If students require counselling of further supports Coláiste Chiaráin will endeavour to liaise with the appropriate agencies to organise same. This may be for the pupil affected by bullying or involved in the bullying behaviour.

Students should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher. Established intervention strategies may include:

- Teacher interviews with all students
- Negotiating agreements between students 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 Coláiste Chiaráin interventions
- No Blame Approach
- Circle Time
- Restorative Practice
- Implementing sociogram questionnaires
- Peer mediation where suitable training has been given

9. Appeal

Where a parent/guardian or a student who is more than 18 years old is not satisfied that the School/College has dealt with a bullying case in accordance with the Anti-Bullying Procedures for Primary and Post-Primary Schools, she/he will be referred to the school's complaints procedures – see Section 6.8.9 (XX) of Anti-Bullying Procedures for Primary and Post-Primary Schools.

Where a parent/guardian or a student who is more than 18 years, having exhausted the school's complaints procedures, is still not satisfied s/he will be advised of his/her right to make a complaint to the Ombudsman for Children – see Section 6.8.9 (Xxi) of Anti-Bullying Procedures for Primary and Post-Primary Schools.

10. Supervision and Monitoring of Students

The Board of Management will take such steps that are reasonably practicable to prevent and deal with bullying behaviour and to facilitate early intervention where possible.

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.

The implementation and effectiveness of Coláiste Chiaráin's anti-bullying policy will be an agenda item for all staff meetings – so the concerns about the policy and/or the welfare of individual students can be shared and effectively addressed.

Data gathered through the reporting templates (Appendix 1) will be collated and analysed annually with a view to monitoring levels of bullying behaviour and identifying issues requiring attention. This analysis will complement the information gathered through the bullying surveys (Appendix 9)

At least once in every school term, The Principal will provide a report to the Board of Management setting out the following:

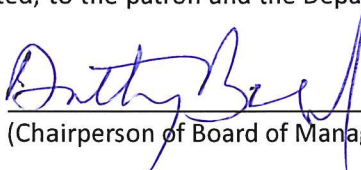
- the overall number of bullying cases reported (by means of the bullying recording template [Appendix 2]) since the previous report to the Board.
- confirmation that all cases referred via the recording template (Appendix 2) have been or are being, dealt with in accordance with the school's anti-bullying policy and the *Anti-Bullying Procedures for Primary and Post-Primary Schools* (2013). The minutes of Board of Management meetings will record the Principal's report but in doing so will not include any identifying details of the students involved.

11. Prevention of Harassment

The Board of Management confirms that Coláiste Chiaráin will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of students or staff or the harassment of students 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.

12. This policy has been made available to Coláiste Chiaráin personnel, published on the Coláiste Chiaráin website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

13. This policy and its implementation will be reviewed by the Board of Management once in every school year (Appendix 6). Written notification that the review has been completed will be made available to Coláiste Chiaráin personnel, published on the Coláiste Chiaráin 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: 
(Chairperson of Board of Management)

Date: 28/09/2021

Signed: 
(Principal)

Date: 28/09/2021

Date of Previous review: **22/10/2020**

Date of next review: **September 2022**

APPENDICES:

- Appendix 1: Incident Referral Form Template
- Appendix 2: Investigation Report Template
- Appendix 3: Final Report Template
- Appendix 4: Audit of Key Elements of a positive culture
- Appendix 5: Action Plan to promote C.C. culture & climate
- Appendix 6: Checklist for annual review
- Appendix 7: Notification regarding the B.O.M. annual review
- Appendix 8: Sample Strategies
- Appendix 9: Sample Student Survey
- Appendix 10: Class observation form
- Appendix 11: Sexual orientation – General Points
- Appendix 12: Emergency Contact Details
- Appendix 13: List of Support Agencies used by Coláiste Chiaráin
- Appendix 14: Anti-Bullying Statement: Coláiste Chiaráin School Diary