COLAISTE MUIRE, ENNIS

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 **Colaiste Muire** 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. This policy should be read in conjunction with Cyber Bullying Policy (see appendix).

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 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;
   - 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 for 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 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.

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:

- any student or parent may bring a concern in relation to bullying to the attention of the school authorities. This can be done by completing a Bullying Report Form (attached) prior to meeting with the school authorities or by completing it with the help of the school authorities.

- Every teacher and member of staff in the Colaiste Muire has a responsibility to intervene in any untoward behaviour between students.

- Every teacher and member of staff in Colaiste Muire has a responsibility to report incidents of bullying witnessed by them on the relevant form to the Class Director/Year Head/Deputy Principal.

- Class Directors should gather the Report Forms and collate the information revealed to them.

- The Class Director and the Year Head will discuss the details of the reported Bullying incidents and decide on strategies to intervene and allay difficulties.

- The Year Head will report on a regular basis the reported incidents of Bullying to the Year Heads Meeting.

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:

- Students are encouraged to develop a positive sense of self-worth and self-esteem during their time in Colaiste Muire, through curricular and extra-curricular programmes and activities, Drama/Art.

- Anti-bullying Programmes and Initiatives strive to raise awareness of difficulties that can occur when there is bullying behaviour.

- The school will create an atmosphere of respect and welcome.

- Procedures will be implemented to ensure that all students understand how to raise issues of inappropriate behaviour towards them or witnessed by them towards other students in the school.

- Procedures will be implemented to ensure that all staff members will understand their responsibilities in relation to bullying behaviour and how to deal with same.

- The atmosphere of the school should strive to foster an attitude of respect for all, to promote diversity, to address issues of prejudice and stereotyping and to highlight the unacceptable nature of bullying behaviour.

- Areas of the curriculum that provide opportunities to deal on a formal basis with the area of bullying include SPHE, CSPE and R.E.

- All programmes will take into account the needs of the SEN students.

- An Anti-Bullying Awareness event will be organized annually among the full student body.

- Appropriate in-service will be arranged for staff on the area of bullying and its effects and the practical implementation on the school policy.

6. 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 are as follows (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post- Primary Schools*)

- The primary aim in investigating and dealing with Bullying is to resolve any issues and restore as far as practicable relationships of parties

- If an incident of bullying is reported to any staff member or if any staff member observes an incident of bullying them must fill out the 'Bullying Record Form'.

- The teacher passes this report onto the relevant Class Director.

- The primary aim of the Class Director 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).

- The students will fill in a 'Student Statement Form'. The Class Director will record statements from all parties. In investigation and dealing with bullying, the Class Director will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved. The tutor should seek questions of what, when, who, why, where and how?

- 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 her account of what happened to ensure that everyone in the group is clear about each other's statements.

- The Class Director must also inform the Class Directors/Year Heads of the parties involved. It is essential that this is done confidentially.

- Where it has been determined that bullying has not occurred the Year Head will keep files on record. The Class Director will also review the situation.

- If it has been determined that bullying has occurred the Class Director informs the Year Head. All files are passed on to the Year Head. The Year Head will contact the parents of the parties involved to inform them on the matter and explain the actions being taken. If the parents request to come in the Year Head will meet them. The Class Director will attend the meeting.

- The Class Director refers the case to the Counsellor/Pastoral Care Team for support for all the parties involved.

- The Class Director reviews the situation. If he/she determines that the bullying behavior has not been adequately addressed within 20 school days after he/she determined that bullying behavior has occurred, it must be recorded by the Class Director on the 'Bullying Review Form' as directed by the Department of Education.

- The Class Director passes this 'Bullying Review Form' onto the Deputy Principal. Sanctions are imposed as in accordance with the school's Code of Behaviour.

- In very serious cases of bullying or at the Class Director's discretion the incident will be referred directly to the Year Head/Deputy Principal.

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

- The Guidance Team/Counsellor – Class Director will refer the case to the guidance team for support of the parties involved.

- Pastoral Care Team – will also be informed for extra support.

- The Class Directors and Year Heads will provide support for all parties.

- Those who have been found to have engaged in bullying will be encouraged to recognize the inappropriateness of such behaviour and the seriousness of its effects on others.

- Further intervention may be deemed appropriate when instances of bullying occur. This may involve counselling by outside professionals (e.g. NEPS; CALMS; NEWB) The objective of such intervention will be the restoration of confidence and self-esteem in both perpetrator and victim.

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 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 Parents' Association (where one exists). 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 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 Parents' Association (where one exists). A record of the review and its outcome will be made available, if requested, to the patron and the Department.

12. This policy was ratified by the Board of Management on 2nd October 2017_____

Signed: _____   Date: _____
　　　　　　Mr. Michael Byrne,
　　　　　　Chairperson

　　　　　_____   Date: _____
　　　　　　Ms. Jean Pound,
　　　　　　Secretary

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))*		**4. Location** of incidents (tick relevant box(es))*	
Pupil concerned		Playground	
Other Pupil		Classroom	
Parent		Corridor	
Teacher		Toilets	
Other		School Bus	
		Other	

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

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

Physical Aggression		Cyber-bullying	
Damage to Property		Intimidation	
Isolation/Exclusion		Malicious Gossip	
Name Calling		Other (specify)	

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

9. Details of actions taken

Signed _____ (Relevant Teacher)   Date _____

Date submitted to Principal/Deputy Principal _____
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