

## **Kilmaley National School 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 Kilmaley National 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.

- 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*. (See Appendix 1)

**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*):**

- A pupil or parent may bring a bullying concern to any teacher in our school;
- In these procedures, the member of teaching staff who has initial responsibility for investigating and dealing with bullying is referred to as the "relevant teacher";
- At primary school level, the relevant teacher will normally be the pupil's respective class teacher;
- If bullying persists / re-occurs involving the same children, the Principal then investigates the bullying incidents

Any teacher may act as the 'relevant teacher' if the situation warrants.

**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*):**

Positive School Environment (See Appendix 2 attached)

The education and prevention of bullying are an integral part of our anti-bullying policy. While it is recognised that home factors play a substantial role in the prevention of bullying, the role of the school in preventative work is crucial and should not be underestimated.

As self-esteem is a major factor in determining behaviour, our school is committed to providing pupils with opportunities to develop a positive sense of self-worth. through both their curricular and extra-curricular programmes.

Teachers are careful to act as good role-models. Moreover, they aim to be firm, clear and consistent in their disciplinary measures. Techniques based on positive motivation and recognition have been found to be most effective in promoting desired behaviour.

### ***School-wide approach***

- a. A school-wide approach to the fostering of respect for all members of the school community;
- b. The promotion of the value of diversity to address issues of prejudice and stereotyping, and highlight the unacceptability of bullying behaviour;
- c. The fostering and enhancing of the self-esteem of all our 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;
- d. 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 and intervention;
- e. An annual audit of professional development needs with a view to assessing staff requirements through internal staff knowledge/expertise and external sources;
- f. Professional development with specific focus on the training of the relevant teacher(s);
- g. School wide awareness raising and training on all aspects of bullying, to include pupils, parent(s)/guardian(s) and the wider school community;
- h. 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 communication technology within the school;
- i. The school's anti-bullying policy is discussed with pupils and all parent(s)/guardian(s) are given a copy as part of the Code of Behaviour of the school
- j. 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;
- k. Ensuring that pupils know who to tell and how to tell, e.g.:
  - i. Direct approach to teacher at an appropriate time
  - ii. Hand note up with homework.
  - iii. Make a phone call to the school.
  - iv. Get a parent(s)/guardian(s) or friend to tell on your behalf.
  - v. Ensure bystanders understand the importance of telling if they witness or know that bullying is taking place.
- l. Encourage parent(s)/guardian(s) to approach the school if they suspect that their child is being bullied;
- m. 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. Students mobile phones are not allowed on the grounds of Kilmaley National School.

### ***Implementation of curricula***

- n. The full implementation of the SPHE curriculum, the RSE and Stay Safe Programmes;
- o. Continuous Professional Development for staff in delivering these programmes;
- p. School wide delivery of lessons on bullying from evidence based programmes, e.g. Stay Safe Programme and The Walk Tall Programme;
- q. School resources to address: Cyber Bullying Homophobic and Transphobic Bullying Diversity and Interculturalism. Possible resources may include: Be Safe-Be Web wise, Think Before you Click, Web wise Primary teachers' resources, guest speakers, cyber experts, visit by community Garda.
- r. The school will specifically consider the additional needs of SEN pupils with regard to programme implementation and the development of skills and strategies to enable all pupils

- to respond appropriately;
- s. Positive promotion of inclusivity is linked with our school ethos and mission statement.

### ***Links to other policies***

- a. Kilmaley National School Anti Bullying Policy Policy is used/ may be used in conjunction with other relevant Kilmaley National school policies relevant to bullying, e.g. Code of Behaviour, Child Protections policy, Supervision of pupils, Acceptable Use policy, Attendance, C.C.T.V. Policy etc.

In particular, such preventative strategies, as listed above will assist in building empathy, respect and resilience in pupils.

Prevention and awareness raising measures must also deal explicitly with cyber-bullying. The best way to address cyber-bullying is to prevent it happening in the first place. Prevention and any awareness raising measures should focus on educating pupils on appropriate online behaviour, how to stay safe while on-line and also on developing a culture of reporting any concerns about cyber-bullying. The school-wide approach and the role of parents, as outlined in Section 6.3 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* is of importance in this regard and is summarised as follows:

*A school-wide approach (involving school management, staff, parents and pupils) to dealing with the problem of bullying behaviour is a key element of effective practice. Bullying behaviour affects not only those immediately involved. It can affect everyone in the classroom, in the school and, ultimately, in the wider community.*

Our school's approach to tackling and preventing bullying also takes particular account of the needs of pupils with disabilities or with SEN. Approaches to decreasing the likelihood of bullying for pupils with SEN include improving inclusion, focusing on developing social skills, paying attention to key moments such as transitioning from primary to post-primary and cultivating a good school culture which has respect for all and helping one another.

The Board of Management must ensure that members of school staff have sufficient familiarity with the school's anti bullying policy to enable them to effectively and consistently apply the policy when required. Supports for staff should be appropriate to the individual's role and should enable staff to recognise bullying, implement effective strategies for preventing bullying and where appropriate, intervene effectively in bullying cases.

The Board of Management must also make appropriate arrangements to ensure that temporary and substitute staff have sufficient awareness of the school's Code of Behaviour and its Anti-Bullying policy.

A consistent and clear approach to dealing with bullying when it occurs is essential to effective practice. This section provides guidance and direction in relation to the need to use established intervention strategies and ensuring consistent recording, investigation and follow up of bullying behaviour.

## **6. Procedures for Investigating and Dealing with Bullying**

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 to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame);

The school's procedures must be consistent with the following approach.

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

#### Reporting bullying behavior

- 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), caretakers, cleaners must report any incidents of alleged bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher;

#### Investigating and dealing with incidents:

Style of approach (see section 6.8.9)

In investigating and dealing with bullying, the (relevant)teacher will exercise his/her professional judgement( taking into account the age of the pupils involved) to determine whether bullying has occurred and how best the situation might be resolved;

- Parent(s)/guardian(s) 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 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 in dealing effectively with a conflict in a non- aggressive manner;
- 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;
- The school will support all those involved; 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)/guardian(s) of the parties involved may be contacted at an early stage to inform them of the matter and explain the actions being taken. The school 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 pupils;

- 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
- If there is a reoccurrence of the bullying incident, the teacher will then seek professional advice from colleagues, as to which of the following options should be implemented next ) Issue a second Personal Response Sheet and have parents sign it or ) Proceed to record the behaviour as bullying. (See Procedures for recording bullying behaviour below).
- It must also be made clear to all involved (each set of pupils 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 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 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 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.

#### 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:

##### Informal- pre-determination that bullying has occurred

- All staff must keep a written record of any incidents witnessed by them or notified to them.
- 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 same
- The relevant teacher must inform the principal of all incidents being investigated.

##### 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. This will be done by means of record being placed in child's file by each teacher which will be locked in their filing cabinet. This file will be passed on, along with all other pupil files to the teacher the following year. All incidents must be reported to the relevant teacher in order to facilitate this efficient record keeping. A copy will also be forwarded to the principal.

#### Formal Stage 2-Appendix 3 (From DES Procedures)

The relevant teacher must use the recording template at Appendix 3 to record the bullying behaviour in the following circumstances:

- 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
- Where the relevant teacher after consultation with a colleague that in certain circumstances where bullying behaviour is deemed so serious that it must be recorded and reported immediately to the Principal or Deputy Principal as applicable. (See Kilmaley National School Code of Behaviour)
- When the recording template at Appendix 3 is used, it must be retained by the relevant teacher in question in the child's file and the principal informed. This file will be passed on, along with all other pupil files to the teacher the following year and retained as with all other pupil information until they reach the age of 21 or in very serious cases indefinitely.

#### 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

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

- the overall number of bullying cases reported (by means of the bullying recording template at Appendix 3) since the previous report to the Board and
- confirmation that all cases referred to at Formal stage 2 above 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. The minutes of the Board of Management meeting will record the above but in doing so will not include any identifying details of the pupils involved. Bullying as part of a continuum of behaviour The Board of Management of Kilmaley National School realises that bullying behaviour can be part of a continuum of behaviour rather than a stand-alone issue and in some cases behaviour may escalate beyond that which can be described as bullying to serious physical or sexual assault or harassment.

To ensure that any such cases are dealt with appropriately, the school's anti-bullying policy should be read in conjunction with the schools Code of Behaviour which provides for referral to be made to relevant external agencies and authorities where appropriate. In cases where the school has serious concerns in relation to managing the behaviour of a pupil, the advice of the National Education Psychological Service (NEPS) will be sought. Referral of serious cases to the HSE 1) In relation to bullying in schools, 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". 2) Serious instances of bullying behaviour should, 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 Gardaí as appropriate. 3) The Child Protection Procedures for Primary and Post-Primary Schools also provide that where school personnel have concerns about a child but are not sure whether to report the matter to the HSE, the Designated Liaison Person must seek advice from the HSE Children and Family Social Services.

**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):**

Support will be provided for anyone who is bullied by offering them an immediate opportunity to talk about their experience with their class teacher or other teacher, along with continuing support when they feel they may need it.

A victim will be assured that the school community will help them and put monitoring procedures in place to safeguard them. The school will inform parents/guardians of what has happened and of the measures being taken to help them, encourage them to report further incidents if they occur.

Help and support will be sought for the perpetrator. This will include speaking with them to discover why they became involved, informing their parents/guardians and continuing to work with them in order to modify their behaviour. The school code of behaviour applies to bullying. The perpetrator will be helped to see things from the victim's point of view. Perpetrators may be excluded from the playground at lunch break for a specific period or subject to special monitoring procedures and if bullying continues they may be suspended in accordance with procedure.

Any pupil who is involved in retaliation against a pupil who reports bullying will be subject to the school code of discipline. Incidents of bullying will be used as opportunities for re-enforcing the anti-bullying policy of the school.

Follow-up meetings may be arranged to assess progress and/or restore relationships.

**Responding to the Victim**

- Reassure the victim that this situation is not their fault
- Praise their courage for having reported it
- Listen to their story

**Responding to the Perpetrator:**



- See personal Response Sheet

### Responding to Peers

- Pupils who observe bullying are encouraged to talk to someone about it
- Pupils should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher.
- Factors such as peer pressure are discussed
- An atmosphere of a culture of silence is discouraged
- Empathising with another person's hurt and standing up for what is right are qualities to be promoted in pupils

## 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 \_\_\_\_\_ [date].
11. This policy has been made available to school personnel, a copy will be readily accessible to parents and pupils on request and provided to the Parents' Association. 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, and will be 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.
- 13.

Signed: James O'Loughlin (Chairperson of the Board of Management)

Signed: Leonard Mc Namara (Principal)

Date: 23/02/2023

This policy will be reviewed at regular intervals.

## Appendix 1

### *Examples of bullying behaviours*

<b>General behaviours which apply to all types of bullying</b>	<ul style="list-style-type: none"><li>• Harassment based on any of the nine grounds in the equality legislation e.g. sexual harassment, homophobic bullying, racist bullying etc.</li><li>• Physical aggression</li><li>• Damage to property</li><li>• Name calling</li><li>• Slagging</li><li>• The production, display or circulation of written words, pictures or other materials aimed at intimidating another person</li><li>• Offensive graffiti</li><li>• Extortion</li><li>• Intimidation</li><li>• Insulting or offensive gestures</li><li>• The “look”</li><li>• Invasion of personal space</li><li>• A combination of any of the types listed.</li></ul>
<b>Cyber</b>	<ul style="list-style-type: none"><li>• <b>Denigration:</b> Spreading rumors, lies or gossip to hurt a person’s reputation</li><li>• <b>Harassment:</b> Continually sending vicious, mean or disturbing messages to an individual</li><li>• <b>Impersonation:</b> Posting offensive or aggressive messages under another person’s name</li><li>• <b>Flaming:</b> Using inflammatory or vulgar words to provoke an online fight</li><li>• <b>Trickery:</b> Fooling someone into sharing personal information which you then post online</li><li>• <b>Outing:</b> Posting or sharing confidential or compromising information or images</li><li>• <b>Exclusion:</b> Purposefully excluding someone from an online group</li><li>• <b>Cyber stalking:</b> Ongoing harassment and denigration that causes a person considerable fear for his/her safety</li><li>• Silent telephone/mobile phone call</li><li>• Abusive telephone/mobile phone calls</li></ul>

	<ul style="list-style-type: none"> <li>•Abusive text messages</li> <li>•Abusive email</li> <li>•Abusive communication on social networks e.g. Facebook/Ask.fm/ Twitter/You Tube or on games consoles</li> <li>•Abusive website comments/Blogs/Pictures</li> <li>•Abusive posts on any form of communication technology</li> </ul>
<b>Identity Based Behaviours</b> <b>Including any of the nine discriminatory grounds mentioned in Equality Legislation</b> (gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community).	
<b>Homophobic and Transgender</b>	<ul style="list-style-type: none"> <li>•Spreading rumours about a person’s sexual orientation</li> <li>•Taunting a person of a different sexual orientation</li> <li>•Name calling e.g. Gay, queer, lesbian...used in a derogatory manner</li> <li>•Physical intimidation or attacks</li> <li>•Threats</li> </ul>
<b>Race, nationality, ethnic background and membership of the Traveller community</b>	<ul style="list-style-type: none"> <li>•Discrimination, prejudice, comments or insults about colour, nationality, culture, social class, religious beliefs, ethnic or traveller background</li> <li>•Exclusion on the basis of any of the above</li> </ul>
<b>Relational</b>	<p>This involves manipulating relationships as a means of bullying. Behaviours include:</p> <ul style="list-style-type: none"> <li>•Malicious gossip</li> <li>•Isolation &amp; exclusion</li> <li>•Ignoring</li> <li>•Excluding from the group</li> <li>•Taking someone’s friends away</li> <li>•“Bitching”</li> <li>•Spreading rumours</li> <li>•Breaking confidence</li> <li>•Talking loud enough so that the victim can hear</li> <li>•The “look”</li> <li>•Use or terminology such as ‘nerd’ in a derogatory way</li> </ul>
<b>Sexual</b>	<ul style="list-style-type: none"> <li>•Unwelcome or inappropriate sexual comments or touching</li> <li>•Harassment</li> </ul>
<b>Special Educational Needs, Disability</b>	<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Taunting others because of their disability or learning needs</li> <li>• Taking advantage of some pupils’ vulnerabilities and limited capacity to recognise and defend themselves against bullying</li> <li>• Taking advantage of some pupils’ vulnerabilities and limited capacity to understand social situations and social cues.</li> <li>• Mimicking a person’s disability</li> <li>• Setting others up for ridicule</li> </ul>

## **Appendix 2 :**

### Practical tips for building a positive school culture and climate

The following are some practical tips for immediate actions that can be taken to help build a positive school culture and climate and to help prevent and tackle bullying behaviour.

- Model respectful behaviour to all members of the school community at all times.
- Explicitly teach pupils what respectful language and respectful behaviour looks like, acts like, sounds like and feels like in class and around the school.
- Display key respect messages in classrooms, in assembly areas and around the school. Involve pupils in the development of these messages.
- Catch them being good - notice and acknowledge desired respectful behaviour by providing positive attention.
- Consistently tackle the use of discriminatory and derogatory language in the school – this includes homophobic and racist language and language that is belittling of pupils with a disability or SEN.
- Give constructive feedback to pupils when respectful behaviour and respectful language are absent.
- Have a system of encouragement and rewards to promote desired behaviour and compliance with the school rules and routines.
- Explicitly teach pupils about the appropriate use of social media.
- Positively encourage pupils to comply with the school rules on mobile phone and internet use. Follow up and follow through with pupils who ignore the rules.
- Actively involve parents and/or the Parents' Association in awareness raising campaigns around social media.
- Actively promote the right of every member of the school community to be safe and secure in school.
- Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas.
- All staff can actively watch out for signs of bullying behaviour.
- Ensure there is adequate playground/school yard/outdoor supervision.
- School staff can get pupils to help them to identify bullying “hot spots” and “hot times” for bullying in the school.
- Hot spots tend to be in the playground/school yard/outdoor areas, changing rooms, corridors and other areas of unstructured supervision.
- Hot times again tend to be times where there is less structured supervision such as when pupils are in the playground/school yard or moving classrooms.
- Support the establishment and work of student councils.

**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	
Other pupil	
Parent	
teacher	
Other	

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

Playground	
Classroom	
Corridor	
Toilets	
School Bus	
Other	

**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		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)
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**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* \_\_\_\_\_

**\*Note:** The categories listed in the tables 3, 4 and 6 are suggested and schools may add to or amend these to suit their own circumstances.

**Appendix 4 Checklist for annual review of the anti-bullying policy and its implementations**

The Board of Management 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 policy has been adequately communicated to all pupils?	
Has the policy documented the prevention and education strategies that the school applies?	
Have all 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 child from the school citing dissatisfaction with the school’s handling of a bullying situation?	
Have any 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 (by the bullying recording template) 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 improvement?	

Has the Board put in place an action plan to address any areas for improvement?	
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Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal